Employee Handbook

2025 -2026

Contents

About the Company
Vision
Mission
Values
Code of Conduct

Work Norms
Timings
Weekly Offs
Attendance
Leave & Holidays
Dress Code

Pay & Benefits
Grades
Pay Structure
Benefits
Welfare
Travel

Performance Management
PMS Cycle
Performance Assessment
Development

Rewards
Categories
Selection Process

Others
Fun @ work
Learning & Development
Exit

Support
Grievance
Queries

Welcome Onboard !

At the outset, I would like to congratulate you on your appointment with us. On behalf of all your colleagues, we welcome you to SEM and hope you will take pride in being a member of the team, we wish you success in your new job, and we hope that you quickly feel at home. We have put this handbook together to make this transition easy. This handbook was developed to familiarize you about our Company, its values and mission. Your commitment to these values is critical for our mutual success. We also describe our expectations of you and outline the policies and benefits available to you. You are requested to go through this document, understand it and adhere to it in letter and spirit. Once again, welcome ! I hope that your experience here at SEM is challenging, enjoyable and rewarding.

Sincerely,

Jaideep Wadhwa
Director & Board Member

Anish Agarwal
Director & Board Member

Our Company

STERLING E-MOBILITY SOLUTIONS LTD. (SEM) is a technical agreement between Sterling Tools Ltd. & Jiangsu GTake Electric Co. Ltd. SEM aims to design, manufacture and supply Motor Control Units (MCUs) as well as paired electric motors for Electric/Hybrid Vehicle OEMs across India. It commenced MCU production by 1Q FY21. The portfolio of MCUs is diverse with Voltage & Power range cutting across 2&3 Wheeler, Passenger and Commercial Vehicle Segments. IT aims to deliver customers technology suited to Indian conditions by focusing on the following:

- Application Expertise & Support
- Customization for both Hardware & Software
- Establishment of State-of-the-Art Testing & Validation Facilities
- World Class Manufacturing Facilities.

Our parent Companies are well known in their respective domains and we believe this technical agreement will reap the benefits of their capabilities.

Sterling Tools Limited (STL) is one of the leading manufacturers and suppliers of cold forged hi-tensile fasteners to automotive OEMS in India. STL has been in the business for over forty years and has a client base that extends across India, USA, Europe, South America and the Middle East.

Jiangsu GTake Electric Co. Ltd is an R&D led organization with 40% of its workforce dedicated to engineering design and development of MCUs. The company is well established in China with several OEMs in its clientele.

Our Company

We are now embarking on the next phase of our development and growth.

In May 2025 we announced a technology licencing agreement with Advanced Electric Machines, UK for manufacture of magnet-free motors in India. Earlier week, we announced our technology licencing agreement with Landworld Technology Co. Ltd., China for their range of on-board chargers and DC/DC convertors.

We continue to work with other companies to enhance our product offering so as to become true “solution providers” for Powertrain and Power Electronics requirements for EV’s.

To reflect to evolving portfolio of the company we will be renaming the company “Sterling E-Mobility Solutions Limited”. The proposed name change signifies our multiple partnerships and the solutions approach to meeting our customer needs.

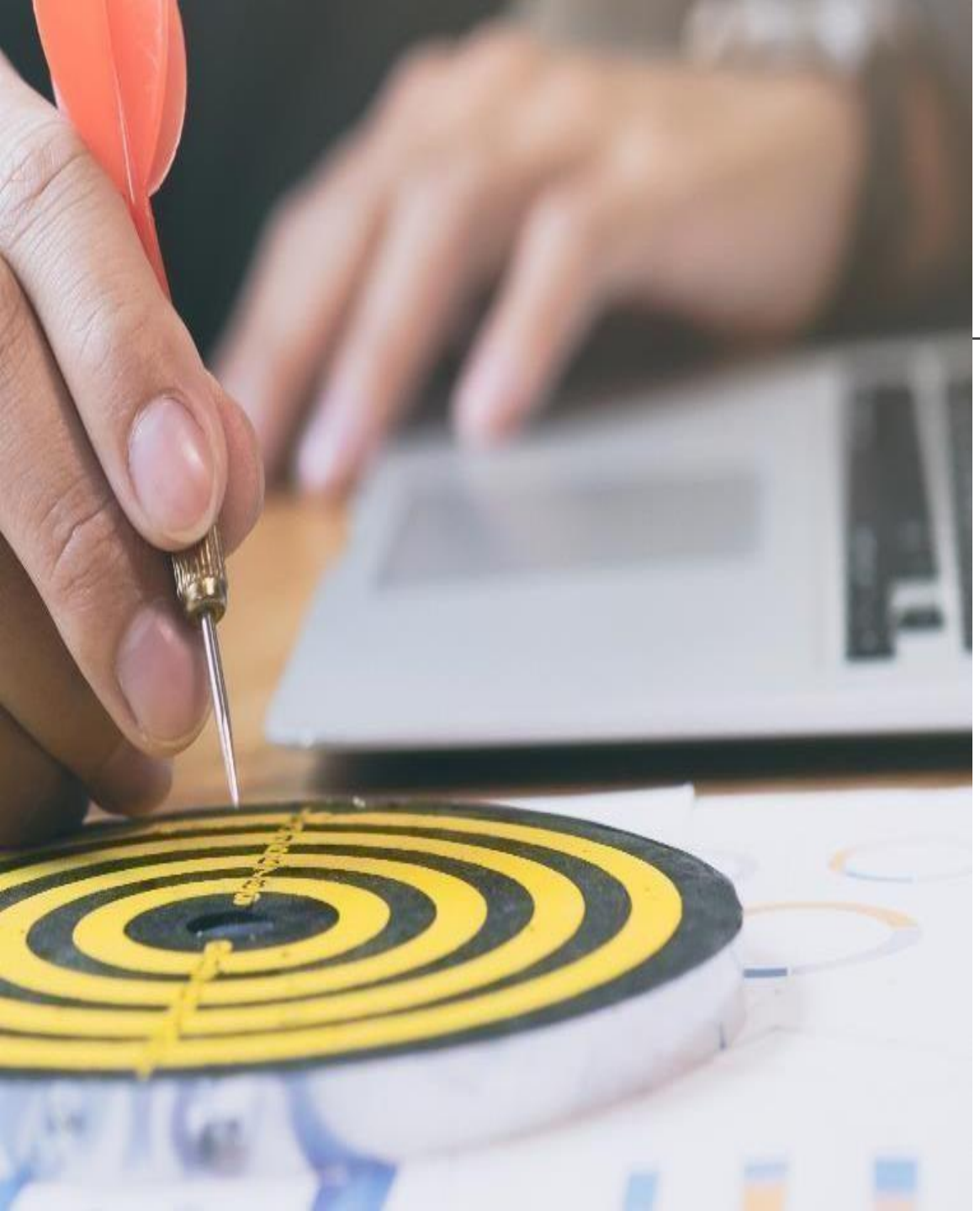
Our relationship with Jiangsu Gtake Electric Co., Ltd. continues to be exclusive for India (as are all other of our licensing agreements) and continues to flourish with multiple products being developed by Gtake and localized by Sterling.

Our product name reflect our technology licensing agreements namely Jiangsu Gtake Electric Co., Ltd. Advanced Electric Machine (AEM), Landworld Technology Co. Ltd. etc.

We look forward to your continued support to the company in our next phase of growth.

Vision

We aim to be India’s leading manufacturer and supplier of Electric Vehicle Components & Solutions.



Mission

To be an Engineering led Company providing Innovative Solutions as well as best-in-class Application & After-Sales Support to the EV Industry.

Our Values

Entrepreneurial Spirit

"We demonstrate a true passion for building something great from nothing and are willing to push ourselves to achieve big goals "

Integrity

"We conduct our business fairly, with honesty and transparency. We are true to our word whether it is our colleague, our supplier or our customer. Everything we do must stand the test of public scrutiny."

Team Spirit

"We are invested in the collective goals of our organization. All our actions are directed towards supporting each other and winning together "

Excellence

"We constantly strive to achieve the highest possible standards in our day-to-day work and in the quality of the goods and services we provide. We expect this from ourselves, our teams, our managers and colleagues.

Sustainable Value

"We focus our actions to create value for our customers, employees, communities and shareholders while ensuring the sustainability and value creation for the future"

Code of Conduct

Commitment towards Personal Conduct

- Uphold Value based behavior
- Avoid conflicts of interest
- Shun gifts and favors

Commitment to work Ethic

- Be reliable, responsive and quality focused
- Innovate, ensure profitable operations
- Promote collaboration with partners
- Compete fairly
- Protect Company Assets and Information
- Ensure Data Privacy

Commitment to Employees

- Focus on development
- Provide healthy and safe work environment
- Reward meritocracy
- Equal Opportunity Employer

Commitment to Shareholders

- Create Value
- Positive contribution to communities we operate in
- Ensure compliance with law
- Ensure national interest

Leadership Team

Jaideep Wadhwa
Director

Group Head IT-(STL)

Anuj Kumar
COO

Ramesha TD
CTO

Vikram Bishnoi
Head-HR & Admin

Himanshu Khanduja
Head- Sourcing & VD

Vishal Sinha
Head – BD & Sales

YTJ
Head- App Engg

Avinash Pratap Singh
Head- Quality

Sudhir Kumar Yadav
Manager- IT Infra

Hitesh Viz
Manager- IT Software

Work Norms

Timings

- 9:00 am to 6:00 pm
- Half hour lunch break
- Flexibility to report earlier or later than prescribed time
- Adhere to below rules
  - Present during core hours 09:45 am to 4:00 pm
  - Clock full 9 hours
- E.g. Login : 8:00 am, Logout : 5:00 pm, not earlier

Attendance

- Record the attendance on bio- face device

Weekly Off

- FBD: All Sundays
- FBD: Two Saturdays Off (2nd & 4th Off).
- BLR: All Saturday & Sundays

Outdoor Duty

- Apply in Employee Portal–People strong online

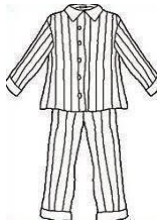
- Upper – Company Tee Shirt / Shirt
- Lower – Jeans / Trouser
- Closed Shoes
- Formals for client meetings

Payroll SPOC – nitin.tyagi@sterlingemobility.com

Office Decorum

- On time for work, on time to meetings
- Inform incase of delays
- Delays cannot be a daily affair

- Speak in mellowed tone
- Mobile ringtone in low volume
- No shouting matches



- Clean, Neat Attire
- Not allowed - torn jeans, round neck T-shirts, baggie jeans, 6 pocket jeans, cargo pants, shorts, miniskirts, revealing clothes, sportswear and slippers.
- Teeshirts with logos

- Greet respectfully
- Address by first name
- Identify yourself and Company on call

- Make and keep commitments
- Keep others informed about delays / changes to plans
- Speak clearly and with intention
- Takenotes, keep track
- Support don’t stall

Office Decorum

Visitor Access & Management

- Visitor access is restricted to the following four conference rooms: (Joule, Regen, Faraday & Gauss), and must be accompanied by SEM employees at all times.
- Please attend to visitors **within 5 minutes** of their arrival (subject to prior appointment).
- Visitors must **enter and exit** via the **access-controlled doors** that open into the lobby area.
- Staff can access these rooms from the **main lobby or office area**.
- Visitor toilets are located **under the OHT** and are access controlled to maintain hygiene.
- No visitor may access any other part of the office unless **continuously accompanied by an SEM employee**.

Conference Room Usage

- Rooms equipped with **video conferencing (VC)**: **[Joule and Faraday]**.
- The **Board Room** should be used **only when absolutely necessary**.
- Before leaving any conference room:
  - Dispose of all trash (cups, bottles, documents, etc.).
  - Switch off all lights and equipment.
  - Return chairs to their original positions.
  - Wipe off any writing from glass panels.
  - If pantry service was used, please **call and wait** for the staff to clear all items.
  - Use **table mats** before placing any product samples.

Office Decorum

Facilities & Safety Protocol

- **Do not use emergency exits** unless designated for dual purpose (regular/emergency).
- **No halting or parking** on driveways; follow defined vehicle routes.
- **Speed limit within the premises is 20 KM/Hr**.

Workstation Cleanliness

- Practice **5S** at your workstation – this includes desk surfaces, drawers, and space beneath your desk.
- Avoid storing product boxes under your desk.

Recreation Rules

- Recreational activities are allowed **only after working hours** (e.g., if clock-in is at 9:45 AM, play is permitted after 6:45 PM, **No recreational activity** between **6:00 PM and 6:45 PM as quoted in example)**.
- Permitted during **lunch breaks** only.

Pantry & Cleanliness

- Contact Pantry Staff:
  - **Ground Floor**: Ext. 599 or Mob:9871428009
- Do not litter washrooms (no gutkha, tobacco, gum, etc.).
- Always flush toilets/urinals after use.

Office Decorum

General Etiquette & Infrastructure Care

- Set **professional mobile ringtones** with moderate volume.
- Follow **mobile etiquette** during work and calls.
- Do not remove shoes at desks; it can cause discomfort to others.
- Respect **tea and meal break timings**.
- Use office infrastructure (chairs, laptops, furniture, etc.) responsibly and ergonomically.
- Avoid sitting on planters, kerbs, or stairs during breaks.
- Be mindful of food: **take only as much as needed** and avoid wastage.

Leave and Holidays

- 8 holidays in a year inclusive of 3 national holidays, 2 festival holidays and 3 Optional holidays.
- Accounting period is from January to December
- For employees who have joined during the year, leaves will be calculated on pro-rata basis from their date of joining as per entitlements

Type	Objective	Quantum	Account Credit	Eligibility to Avail	Carry Forward	Accumulation
Earned Leave	Provided for rejenuvation	15 days / year @ 1 day for every 20 days worked	Credited as accrued every quarter after confirmation	After confirmation	Unavailed leaves to be encashed. (Basic÷26 × No. of days leave to be encashed)in January.	30 days. (Above 30 days employee has to apply for encashment)
Casual Leave	To meet certain domestic exigencies and social necessities	7 days / year	Credited on joining in first year and every Jan subsequently	After a month of joining	Not allowed	Not applicable

Leave and Holidays

Type	Objective	Quantum	Account Credit	Eligibility to Avail	Carry Forward	Accumulation
Sick Leave	Provided for illness recovery	7 days / year	Credited on joining in first year and every Jan subsequently	After a month of joining	Not allowed	Not applicable
Maternity Leave	Post pregnancy recuperation and baby care	26 weeks for up to 2 child births	Credited as per need	8 weeks prior to the approximate date of delivery.	Not allowed	Not applicable
Short Leave	To meet personal need	4 Hr / PM (2 hr two times a month or 3 hr + 1 hr or 1 hr four times a month or 4 hr one time).	NA	After Joining	Not Allowed	Not applicable

Leave and Holidays

Type	Objective	Quantum	Account Credit	Eligibility to Avail	Carry Forward	Accumulation
Paternity Leave	Provided to take care of any family needs during the birth of a child.	3 days each up to 2 children	Credited as per need	First year of birth of child	Not allowed	Not applicable
Pink Leave Policy	Provided to take care during menstruation	1 day	Work-from home (Faridabad)/ Leave(Bangalore)	Female	Not allowed	Not applicable

- Intervening holidays and weekly offs are not counted as leaves except in case of maternity leave
- Leave to be applied on Employee portal - Peoplestrong.
- Earned leave approval two weeks prior
- Unauthorized absence shall attract loss of pay
- Leave SPOC –Raj Kumar at raj.kumar@sterlingemobility.com

Leave/Office Protocol

1. Information of leave on WhatsApp is not a leave approval system.
2. Leave (CL/EL/Comp Off) to be applied on People strong in advance. It has to be planned and approved well in time.
3. In case of exigencies like medical /casualty etc., Leave approval can be taken over WhatsApp /Call and subsequently applied on People strong.
4. Unauthorised absence, unapproved absence shall attract loss of pay.
5. Attendance regularisation (Short leave, OD etc) shall be on People strong (Refrain from email apply and approval in normal course as it leads MUDA)
6. Adherence of leave policy and timely application and approval within defined timeframe.
7. Forget to punch is monitored very strictly in backend.
8. Misuse /wrong declarations may call for strict disciplinary action.
9. Adherence of lunch / dinner duration (30 Minutes only). Refrain from extended lunch duration in normal course.
10. Avoid extended Smoke breaks.
11. Avoid Excessive use of mobile phone for personal long calls/ WhatsApp/ Social Media etc. etc.
12. Adherence of Mobile phone etiquette's in office (Preferably silent mode or mild professional ringtone, ensure no distractions to colleagues while talking over phone).

Looking forward adherence of same.

Employment Grades

Band	Grade	Generic Designation
CXO	M7	Director / CTO / COO
Head	M6	Head
Manager	M5	Sr. Manager
	M4	Manager
Team Leader	M3	Team Leader / Supervisor
Team Member	M3	Specialist
	M2	Lead Engineer / Sr. Executive
	M1	Engineer / Executive
Trainee	TR1, TR2, TR3	Trainee
Intern	IN1	Intern

© 2020 **Sterling GTake E-Mobility Limited**

Pay Structure

Component	Applicability	Pay Element	Payout Frequency	Taxability
Fixed Pay	All Grades	Basic Pay (BP)	Monthly	Taxable
		House Rent Allowance (HRA)	Monthly	Exemption as per IT Act
		Special Allowance (SA) / Flexi Benefit Plan*	Monthly	Taxable / *Exemption as per IT Act
		Uniform Maintenance Allowance (UMA)	Monthly	Taxable (In new tax regime)/ Non-Taxable in old tax regime
		Leave Travel Allowance (LTA)LTA Claim Form	Yearly	Exemption as per IT Act
		Statutory Bonus / Exgratia (B)	Yearly	Taxable
		Provident Fund (PF)	Monthly	Deduction as per IT Act
Variable Pay	M4 and above	Performance Linked Incentive (PLI)	Yearly	Taxable
Other Benefits	All Grades	• Employees whose gross monthly salary is equal to or below 21,000/- are eligible to be covered under the ESI scheme. Others are covered under Company Medical Insurance Scheme. Sum insured – TR1, TR2, TR3, M1-M2 = **2 lacs**, M3 / M4 = **4 Lacs**, M5 and above = **7 lacs**. Group Personal Accident Insurance. Sum insured – All Grades – **10 Lakh**. • Gratuity as per Gratuity Act 1972.		

Pay Structure

<table>
<tr><th>Component</th><th>Applicability</th><th>Pay Element</th></tr>
<tr><td>VPF (Optional)</td><td>All Grades</td><td>Employee can contribute in Voluntary Provident Fund by applying through. For Opting contribution in VPF,
employee has to send declaration form to payroll@sterlingemobility.com between 11th to 20th of Every Month.

In case of any query, please write or call to
Mr. Raj Kumar
Email ID :
raj.kumar@sterlingemobility.com
Mobile :9759718556

Mr. Nitin Tyagi
Email ID : nitin.tyagi@sterlingemobility.com;
Mobile: 9953540885

<table>
<tr><td colspan="2">DECLARATION FORM FOR EMPLOYEE</td></tr>
<tr><td colspan="2">VOLUNTARY PROVIDENT FUND CONTRIBUTION</td></tr>
<tr><td>Employee ID</td><td></td></tr>
<tr><td>Employee Name</td><td></td></tr>
<tr><td>With Effect From (Month, Year)</td><td></td></tr>
<tr><td>VPF Contribution Amount</td><td></td></tr>
</table>
</td></tr>
</table>

© 2020 **Sterling GTake E-Mobility Limited**

Other Benefits

Benefit	Applicability	Policy
Uniform	All Grades	Tee Shirts (Summer) : 2 nos. annually Shirts (Winter) : 2 Nos. annually Sweaters/ Jacket : 1 nos. once in two years.
Salary Advance	All Grades	• Available after a month of joining • Up to 70% of monthly gross salary may be extended as salary advance • Approval from HOD and HR Manager • Adjusted in subsequent month payroll
Marriage Shagun	All Grades	1. For celebrating Joyous occasion (Inform & Discuss with L1 Manager well in time for better planning and workflow continuity during your absence). 2. Apply Leaves on People strong portal well in advance for accurate and payroll processing. 3. Handover Marriage Invitation Card (At least a week before proceeding on marriage leave) to your L1 Manager & HR (Email: hr@sterlingemobility.com) 4. HR will arrange Marriage Shagun of Rs.5100/- for concerned employee in person. 5. Employee shall share (Within 7 days of Marriage) details of spouse of HR for their enrollment in Mediclaim policy.

Other Benefits

<table>
<tr><th>Benefit</th><th>Applicability</th><th>Policy</th></tr>
<tr><td>
Snack Reimbursement</td><td>All Grades</td><td>

Working beyond 7:30 pm is considered as late working
Reimbursement as below on submission of bills

<table>
<tr><th>Purpose</th><th>Amount</th><th>Timings</th></tr>
<tr><td>Snacks Reimbursement</td><td>100/-</td><td>Between 7:30 – 9:00 pm</td></tr>
<tr><td>Dinner Reimbursement</td><td>300/-</td><td>Beyond 9:00 pm</td></tr>
</table>
</td></tr>
<tr><td>
Mobile Reimbursement</td><td>As per approval of HOD, role based</td><td>

Reimbursement as per below matrix
Bills to be submitted to claim

<table>
<tr><th>#</th><th>Grade</th><th>Maximum Monthly Limit (INR) (excluding taxes)</th></tr>
<tr><td>1</td><td>Below M4</td><td>300/-</td></tr>
<tr><td>2</td><td>M4 – M7</td><td>600/-</td></tr>
</table>
</td></tr>
<tr><td>

Canteen</td><td>All Grades</td><td>

Subsidized Canteen Facility.
Deduction of Rs.18/- per meal as per actual consumption.
Canteen deduction will be processed in payroll.

</td></tr>
</table>

Mediclaim Insurance

Insurer: ICICI Lombard General Insurance Company | TPA: In- House TPA
Policy Period : 02nd –April -2024 to 1st – April -2025

SUM INSURED	Grade
2 Lakh	Upto M2
4 Lakh	M3, M4
7 Lakh	M5, M6, M7

Policy Coverage:

- **Age Band** : 1 day - 80 yrs.
- **Family Definition** : Employee, Spouse and 2 dependent children upto 25 yrs. of age
- **Room Rent** : 3% of the S.I. for normal and 4% for ICU/ICCU.
- **Maternity Benefit for Normal & C-Section** : For Normal 50,000, C-Section- 75,000 (First 2 children).
- **Pre & Post Hospitalization** for 30 days & 60 days respectively are covered.
- **Ambulance Service** : Ambulance Charges limited to Rs.1000 per hospitalization.
- **Claim submission clause** : Claim must be filed within 30 days from the date of completion of treatment.
- **Claim Intimation & Network clause** : All Reimbursement Claims must be intimated to ILHC within 24 hrs. of Admission. If the member is getting admitted in any network hospital and filing for reimbursement claims such claims will be settled to members with 15% co-pay.
- **Add-Del of Lives** : Premium to be charged on Pro-Rata for addition/deletion endorsement., No Refund for deletion-if lives less than minimum required & if insured has claimed during policy.
- Day Care Procedures : Day Care Procedures are Covered as per the standard list.
- **Eye care limit** : Maximum Limit Rs.25000/- for per Eye.
- **Ayush treatment** : coverage upto 25% of SI.

Mediclaim Insurance

Employee's (Who are out of ESI coverage) and their family members are enrolled under Mediclaim Insurance Policy.

Please re-assure following points time to time (Esp. any addition / deletion in enrolment)

1. Check the details mentioned on existing Mediclaim card like self-details, Spouse, Child Name & DOB / Age, or any member. You will receive the renewed cards shortly.
2. If there is addition/elimination of family member like in case of marriage, death and newly born baby, It is mandatory to enrol spouse (In case of Marriage) or newly born baby within one month of marriage and birth respectively to get Mediclaim benefits.

If you observe any mistake w.r.t. above mentioned details, please revert with the correct details using attached format within 7 days of the receipt of the cards. If we don't receive change/addition requisition in attached format via mail, it would be presumed that all the details mentioned on existing Mediclaim card are correct & there is no further change required.

Note: Kindly attach the ID Proof in case of correction in DOB/ Name, Don't Change Subject Line. Reply only to raj.kumar@sterlingemobility.com

Mediclaim Addition Deletion Correction form

Mediclaim Insurance

Cashless (Pre-Authorization) Procedure;

Step 1 – Get your treatment at our network hospital, submit a copy of health card and photo ID proof at Hospital Insurance desk during admission.
Step 2 – The hospital sends an approval request for your cashless admission along with relevant documents (cashless pre-authorization form, investigation reports, past consultation papers (as applicable), copy of health card and photo ID proof, etc.) **Step 3** – Request will be processed as per policy terms and conditions
Step 4 – While you avail treatment the claim payment is settled directly to the Provider/Hospital
Step 5 – You can check and track your claim status live on IL TakeCare app or WhatsApp +91 7738282666.

Reimbursement Procedure;
Step 1 – Get treatment at a non-network hospital by self-paying all the treatment costs. Collect all treatment and expenses related documents.
Step 2 – Send us the claim documents along with the claim form. You can also emboss the original documents and submit an e-claim on the ILTakecare app. if an e-claim is submitted please retain all the original documents and produce if asked by Insurance to submit in original hard copy.
Step 3 – The claim will be processed as per policy terms and conditions
Step 4 – The approved amount in the claim would be reimbursed to you
To claim or check your claim status, use the IL TakeCare App or contact us on WhatsApp at +91 7738282666

Mediclaim Benefits In case of any query, please write to Mr. Raj Kumar at raj.kumar@sterlingemobility.com

© 2020 **Sterling GTake E-Mobility Limited**

Mediclaim Insurance

Medical Insurance Contacts:

Hospital Network List - Network Hospital Link: https://www.icicilombard.com/health-insurance/health-claim/partner-hospital

Claim Form Download link
https://ilhc.icicilombard.com/Customer/WelcomeOnlineIPDClaimForm
Delisted Hospital Link
https://www.icicilombard.com/docs/default-source/default-document-library/delisted-hospital-list.pdf

Marsh India

Escalation 1: Mr. Ravinder Ph: 9811996738 Ravinder.Kumar01@marsh.com

Escalation 2: Ms. Riya Goswami Ph : 8588828174 | **Riya.goswami@marsh.com**

ICICI Lombard

First POC : Mr. Amit Thakur | + 91 - 9711289694 | **amit.thaku@icicilombard.com**

Second POC : Mr. Arnab | +91 – 86553 41628| **arnab.sen@icicilombard.com**

SEM

Escalation : Mr. Nitin Tyagi | **nitin.tyagi@sterlingemobility.com**

Escalation : Mr. Sivaparithi E | **sivaparithi.e@sterlingemobility.com**

Corporate NPS Contribution Option (Optional Tax Benefit Component)

Please take note that employee can contribute in Corporate NPS (National Pension System) by applying through.

For opting contribution in NPS, employee has to send declaration form to payroll@sterlingemobility.com between 2nd to 20th of Every Month.

In case of any query, please write or call
Level 1- Toour Corporate NPS Service Provider Ms. Yogita : yogita@hdfcpension.in; Mobile : 9910934760;
Mr. Aachran Jain (Email : aachran.jain@hdfcpension.com)

Level 2- Mr.Raj Kumar(Email- Raj.kumar@sterlingemobility.com ; Mobile:9759718556) /
Mr.Nitin Tyagi (Email- Nitin.tyagi@sterlingemobility.com; Mobile:9953540885)

Corporate NPS Contribution Option (Optional Tax Benefit Component)

“Dear Payroll Team,

Please find below my NPS Declaration Form for opting contributing to NPS.

DECLARATION FORM FOR EMPLOYEE												
NPS CONTRIBUTION												
Employee ID	Employee Name	Current Special Allowance	Revised Special Allowance after opting for Employer’s NPS Contribution	CBO No	PRAN #	Employer's Contribution (Amount in Rs.)	Employer's Contribution as % of Basic **(Employee can opt max 10% of Basic)**	Employee's Contribution **(Will be deducted from Salary)**	Pay Month (WEF Month)	Pay Year	Contribution Type	Remarks
				57352 62						2024	-	

Corporate NPS Contribution Option (Optional Tax Benefit Component)

Guidelines:

- Mention PRAN (Permanent Retirement Account number) if you are already registered subscriber under NPS. (Fill Attached format "Existing PRAN Registered")
- New Subscriber of PRAN- I wish to open my PRAN (Refer Attached Process)
- Employee can opt **max. 10% (or 14% in case opted new tax regime)** of Employer's contribution in his/her NPS account after adjusting his special allowance. This investment is eligible for tax deduction u/s 80CCD(2) of the IT Act 1961.
- Employer's contribution is contribution to avail of tax benefit u/s 80CCD (2)
- Employee's contribution is contribution to avail of tax benefit u/s 80CCD (1B) or 80CCD (1)

This is to declare that, I am interested in availing the Employer's Contribution in my NPS Account. I am also aware that once opted for Corporate NPS Scheme, the same can be discontinued during the end of financial year (or) resignation of the Employee.

Service Charges

HDFC Pension shall deduct following service charges along with GST which are as prescribed by PFRDA and are subject to change by PFRDA from time to time.

Corporate NPS Contribution Option (Optional Tax Benefit Component)

Charge Head	Charge (exclusiveof GST)
Subscriber Registration Charge	Rs. 200
Contribution Processing Charge	0.25% subject to minimum Rs.30 per account per transaction
Non-Financial Transaction Processing Charge	Rs. 30
POP Charges borne by	Employee

Note: Interested Employees can send this Declaration Form duly filled-in to payroll@sterlingemobility.com.

Flexi Benefit Plan

Grade	Benefits(in Rs)			
	Wi-Fi	Books	Meal	Fuel
M1-M2	2000	4000	2500	0
M3	2000	4000	2500	1800(PM)
M4, M5, M6	2000	4000	2500	Car EMI Driver Maintenance

Flexi Basket Plan Scheme: You can opt for reimbursement & it will be adjusted against special allowances [i.e. Books & Periodicals: up to Rs.4,000/- PM, Meal coupon: Rs.2500 /- PM, Telephone & Wi-Fi: Rs.2,000/- PM, Fuel Expense : Rs. 1800/- applicable only to M3 grade.
Car Policy applicable from M4 & above (subject employee opt for car thru car lease model) includes car EMI, Driver salary, Fuel expenses & Car Maintenance - this benefit will be applicable **only to confirmed employees.**

Car Policy

- **Car Policy under Flexi Benefit Program.**
- **Applicable to Manager & Above Grade (M4 & Above) (after confirmation of employee).**
- **Driving down tax liability (Tax saving-**

  Employee friendly salary structure to enable

  lower cost of owning car).

- **Better car price through corporate car leasing.**
- **Zero Down payment (No hassle for Individual loan**

  from bank, CIBIL Score etc.)

- **Effective from 1st Aug'24**

- **Net ownership cost of car will be 30-40%**

  through car policy* (As compared to

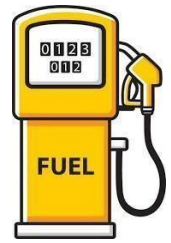
  individual car loan, vary from case to
  case as per grade and tax bracket).

Business Travel

Travel Category	1st Approver	2nd Approver
Local	Immediate Supervisor	
Domestic	Head of Department	
International	Head of Department	Jaideep / Anish

Fuel Reimbursement

4 Wheeler – Rs. 10 / km
2 Wheeler – Rs. 5 / km



Mode Of Travel (Table 1)

#	Grade	Local Travel	Domestic Travel
1	M7	Radio Cabs (Ola Premium / Uber X/ BluSmart) , Own /Company vehicle (4-wheeler)	Air (Economy) , 1st /2nd AC , CC
2	M4-M5-M6	Public Transport (Metro / Bus) ; Radio Cabs - Ola (micro / mini) / Uber - Go / BluSmart; Own Vehicle (4- wheeler)	Air (Economy) , 3rd AC , CC
3	M1 – M3, TR1, T2, TR3	Public Transport (Metro / Bus) ; Auto ; Own Vehicle (2-wheeler)	3rd AC / Volvo Bus / AC CC

Business Travel

- **Adherence to Travel Policy**: It is essential for all employees to adhere to our travel policy when making transportation arrangements for business purposes. This includes utilizing approved transportation methods and following the established booking procedures outlined in the policy document.
- **Procedure for Exceptional Transport Requests**: In certain exceptional circumstances where standard transportation options are not feasible or appropriate, employees may request alternative transport arrangements. However, it is imperative that such requests follow a structured approval process to ensure compliance and accountability.
- **Submission of Request**: If you encounter a situation that necessitates an exception to our standard transport policy, please submit a detailed request outlining the reasons for the deviation, along with the proposed alternative arrangements.
- **HOD Approval**: Upon receipt of your request, it will be reviewed by your respective Head of Department (HOD) or designated approver. The HOD will assess the validity of the request based on the provided justification and ensure that it aligns with our company's objectives and budgetary considerations.
- **Approval Notification**: Once approved, you will receive confirmation from your HOD, along with any additional instructions or guidelines related to the approved transport arrangement.
- **Next Steps:** If you anticipate the need for exceptional transport in the future, please plan ahead and submit your request 24 hours in advance to allow sufficient time for review and approval in following the format which you need to share on WhatsApp (with the concerned Faridabad and Bangalore coordinators)

Business Travel

Transport Local Travel Requisition	
Name:	
Pickup address:	
Drop Address:	
Pickup time:	
Approval from HOD: Yes/No	
Reason for Not using (Ola/Uber/Other / Self-Vehicle –**under reimbursement claim**)-	
If the 24 hour deadline are not being adhered to, please provide reasons and share approval from HOD	

We appreciate your cooperation in adhering to our travel policy and understanding the importance of maintaining transparency and compliance in our transportation practices.

Business Travel

Should you have any questions or require clarification regarding the policy or the exceptional transp request procedure, please feel free to contact on below coordinates either on email or mobile.

Location	Name	Email	Mobile
Faridabad	Ankita Singh	Ankita.singh@sterlingemobility.com	8588830133
Bangalore	Sivaparithi Elankathirselvan	sivaparithi.e@sterlingemobility.com	8508582585

Lodging & Boarding – Domestic Travel

Table 2 - Lodging Expenses Reimbursements for Domestic Travel (Hotel Rentals without taxes) (INR per day).				
Grade	A+	A	B	C
M7	At Actuals	At Actuals	At Actuals	At Actuals
M5-M6	5800	4800	3600	3000
M3 – M4	5000	3600	2400	1800
M2, M1, T1, TR2, TR3	2900	2400	1800	1550

Table 3 – Boarding Expenses for Domestic Travel (INR per day)					
Grade	**With Bills Reimbursements**				**Without Bills**
	A+	**A**	**B**	**C**	
M7	At Actuals	At Actuals	At Actuals	At Actuals	750
M5-M6	1450	1200	1200	950	550
M3 – M4	1150	950	850	600	450
M2, M1, T1, TR2, TR3	750	600	600	600	350

Classification of Cities/Towns

A+ Category: Mumbai ; **A Category** : Kolkata/Chennai/Bengaluru/Pune/ Delhi & NCR (NCR – FARIDABAD, NOIDA,GURGAON),

B. Category : All State Capitals, Kanpur, Allahabad, Baroda, Cuttack, Madurai, Mangalore, Jamshedpur, Ludhiana, Nagpur, Ahmedabad, Surat,Amritsar,Indore,Mysore,Haridwar,Nagpur,Aurangabad,Kolhapur,Jallandhar, Pantnagar

C. Category : All other Cities/ Towns except as mentioned in A+, A & B Category

Other Expense Reimbursements

Refreshments during local travel

- For local travel of duration 6 or more hours, refreshment allowance of 100/- towards incidentals / water / snacks. Lunch expenses shall be reimbursed upon submitting originals bills subject to a maximum of 500/- up to M6 grade and at actuals for M7.

Laundry Expenses

- For stay greater than 5 days, laundry charges for washing and ironing shall be reimbursable at actuals on production of original bills. Expenses towards dry cleaning shall not be reimbursed.

Business Entertainment Expense

- Expenses in this category can only be availed by employees in Sales, Heads of Department, Expenses shall be reimbursed at actuals on production of bills. It is necessary to mention the name of customer / supplier on the bills for claiming reimbursements.

General Guidelines

- Employees are required to choose the most cost-effective mode of travel while choosing a mode of transport for local travel.
- Employees are urged to use personal vehicles and claim fuel reimbursements as the first preference.
- Car Rentals through Radio Cabs (Ola / Uber/ BluSmart). Local Taxi (If Eligible for Taxi) other than Radio Taxican be booked in
  case of non-availability, subject to submission of bills duly approved by the HOD.
- Whenever shuttle service / coach service / metro is available and convenient to be used, the same should be availed.
- All reimbursements towards room rental, boarding expenses (With Bills), mobile expenses (international), internet expenses (international), business entertainment shall be made only on production of original bills.
- All travel related claims shall be accompanied with the travel reimbursement form. The form should be filled in by the employee and approved by the First Level Approver and submitted to the Accounts & Finance Department.
- All reimbursement claims / travel advance should be submitted within ten days of return from travel.
- If two employees are staying together in the "same city for same purpose", then person with junior designation can stay in the same hotel as that of the senior, but at the minimum tariff category available in that hotel or eligible limit, whichever is higher, subject to approval by his HOD. Further, in the addition, the person with junior designation, if taking food with his senior, can claim for food expenses at the same level of his senior, subject to approval by his HOD.

© 2020 **Sterling GTake E-Mobility Limited**

General Guidelines

- All reimbursement pertaining to shared expenses have to be paid and claimed by the senior most person travelling or present at the event. (For Ex. Two employees are travelling together then food / boarding expense / refreshment / lunch expenses / Deptt. Get together etc. to be considered as shared expense, excluding lodging expense)
- **In Domestic travel**- For defining upper limit Lodging (As mentioned in Table 2) and Boarding expenses (As per with bill as mentioned in table 3) may be clubbed per day limit. (Ex. An employee of Grade M2 travels to A Category city he will be eligible for 2400+600=3000/- (with Bill only) combining per day reimbursement).

- While submitting claims for settlement, employee needs to ensure that all supporting documents are submitted. The indicative list of documents is as given below.
  - Travel Approval email
  - Boarding passes / Train tickets
  - Hotel bills with acknowledgement of payment.
  - Bills for local conveyance – Metro tickets /Cab bills / petrol bills with car number
  - Restaurant bills with payment acknowledgment
  - Others – mobile / internet bills / entertainment bills

Business Travel- International

Table 4				
Grade	**Mode of Travel**	**Lodging & Boarding Expenses (Per Day)** (Hotel Tariff and taxes, Food, porterage and local travel)		
		A	**B**	**C**
M7	Economy	250 USD / 250 Euro	225 USD	200 USD
Below M7	Economy	200 USD / 200 Euro	175 USD	150 USD

Classification of country
Category A - USA, Europe, Japan **Category B** - South America, Korea, Middle East, Australia, New Zealand and Canada, **Category C** - Far East, Africa, Sri Lanka, Taiwan and others

A. Incidentals- Employees are eligible for 10 USD per day for incidental expenses.

B. All expenses on actuals subject to maximum as mentioned in table 4.

C. One cannot claim these expenses for airtime or travel time.

D. Visas for international travel

The travel desk shall arrange for visas (new or renewal) for international travel and shall guide the employees on the process of visa application.

Business Travel- International

E. Travel Insurance

All employees on international travel shall be covered under travel insurance for the entire duration of the stay. The travel desk shall make arrangements for travel insurance. In case the duration of travel is extended, the employee must ensure that the insurance is extended by coordinating with the travel desk.

F. Mobile Expenses

Expenses towards calling charges while on international business travel shall be reimbursed at actuals. Employees are required to get local connections for the purpose of calling while on international travel. No reimbursements will be made for international roaming connections both for voice and data and employees are advised to make arrangements accordingly. All reimbursement claims shall be supported with original bills.

G. Internet expenses

As far as possible, accommodation bookings shall be made to provide complimentary Internet plans. In case such an arrangement is not available, employee shall be reimbursed for internet expenses at actuals. These expenses must be supported by bills from the hotel / internet café for reimbursement. Internet usage shall be only for official use and limited personal use. Employee shall not use the internet connection for downloading material, streaming media.

© 2020 **Sterling GTake E-Mobility Limited**

Yatra for Business -Self Booking Tool(SBT)

SBT Updates :
LOGIN inYatra portal or "Yatra for business "App.
Please go to https://secure.yatra.com/social/custom/crp/login.htm
Enter your official email ID and then click "Forgot Password "
You will receive the email ID , change the Password
Please re-login with official email ID and then raise the request

POC (Yatra & SEM)

TravelPro Contact Details			
TravelDesk Email ID	travelpro@yatra.com		
Travel Desk Contact Nos.	0124- 6907426		
Travel Desk Working Hrs. Mon. – Sat.	1000 hrs – 1900 hrs		
TravelPRO Ops. Escalation Matrix			
Escalation Level	Supervisor	Email Address	Contact
Level1 (Team Leader)	Gurcharan Singh	gurcharan.singh@yatra.com	9716042247
Level2 (Sr Manager)	Mona Sharma	mona.sharma@yatra.com	9810506184
Level3 (Associate Vice President)	Anirudh Laroiya	anirudh.laroiya@yatra.com	9717613300
ETS Desk (Post office hours support)			
ETS Desk (Post office hours support)	ETS Desk	Email (Air):etssupport@yatra.com Email (Hotels) : etshotels@yatra.com	Phone : 0120-4693310 / 9250085555

Location	Name	Email	Mobile
Faridabad	Ms. Ankita Singh	Ankita.singh@sterlingemobility.com	8588830133
Bangalore	Mr. Sivaparithi	sivaparithi.e@sterlingemobility.com	8508582585
Both	Mr. Naveen Goswami	naveen.goswami@sterlingemobility.com	9871845942

Please write your yatra concerns to ankita.singh@sterlingemobility.com (**With Subject Line** – “Yatra.com – Concern”)

Learning & Development

- Philosophy of Learning at SEM
  - Learning is an ongoing process
  - Each one is responsible for his /her development
  - Learning is focused on building work skills and improving overall work performance ,

- As a process
  - Learning needs are identified between employee and supervisor annually
  - The same is reviewed through the year and progress tracked
  - HR supports in identifying trainers (internal and external) and coordinating training programs

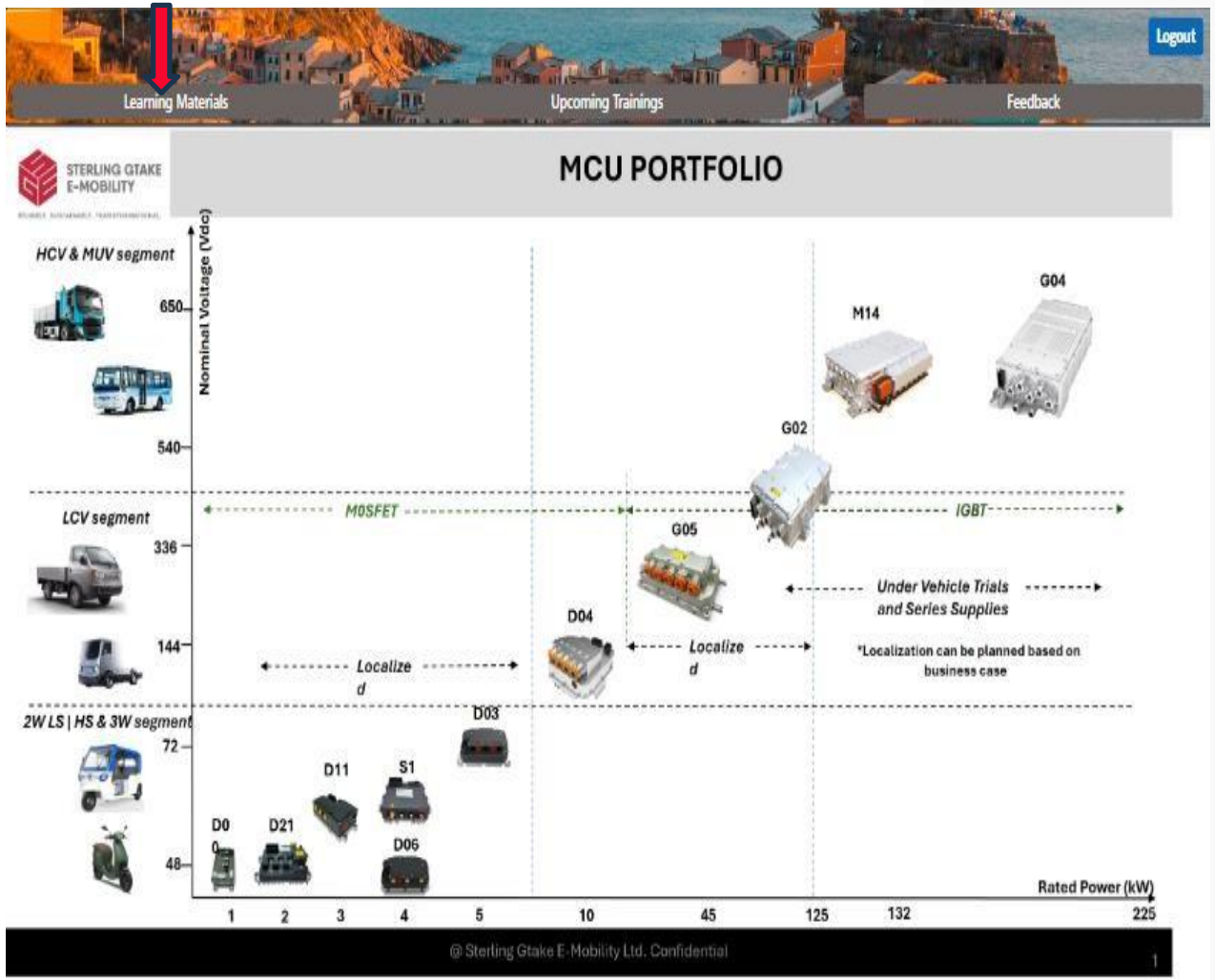
SEM's L&D Portal

Log In Page SEM Learning & Development Portal - Power Apps

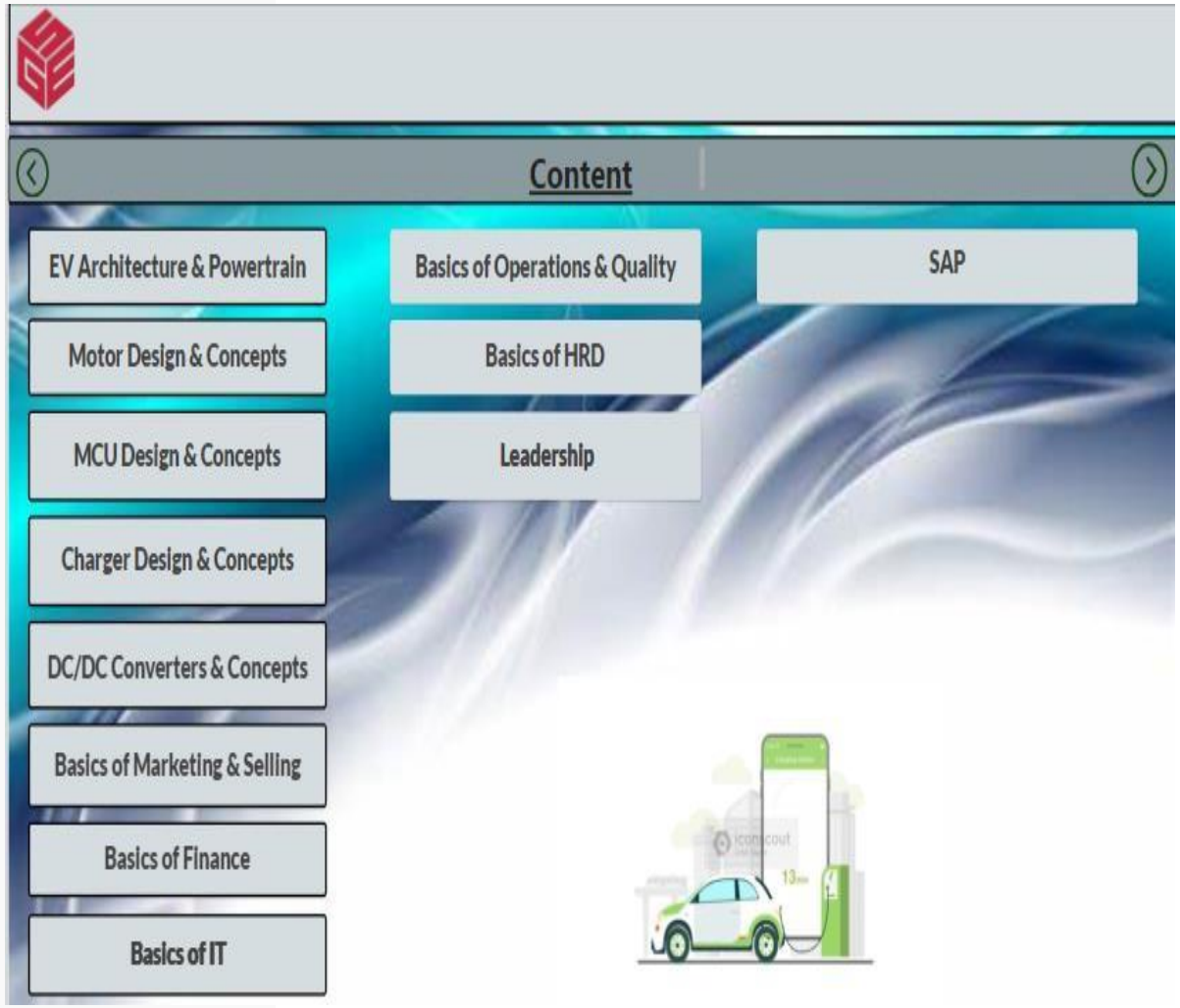
SEM's L&D Portal

Click On Learning Materials

Welcome Page

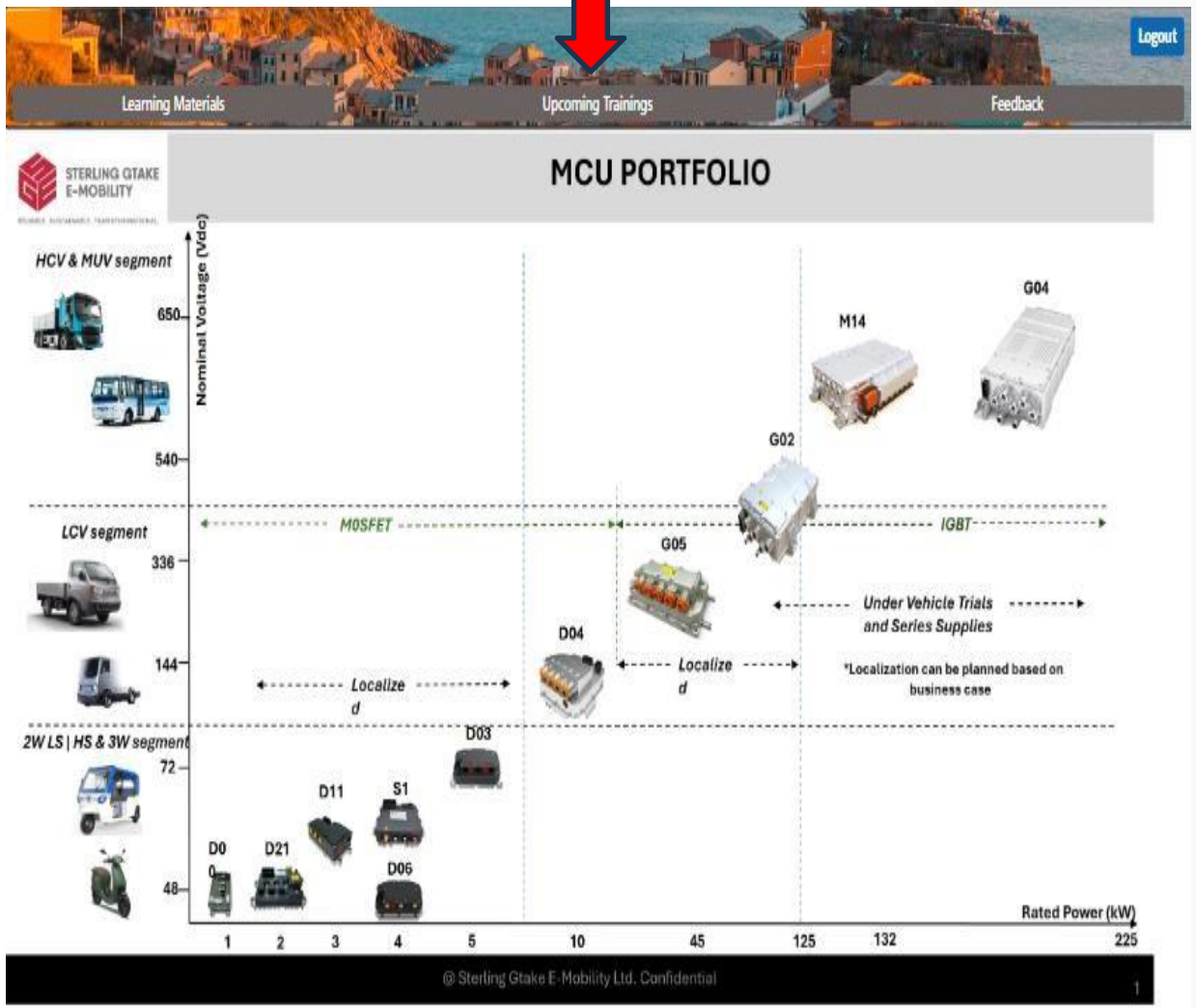


Learning Material-Page



SEM's L&D Portal

Click On Upcoming Trainings

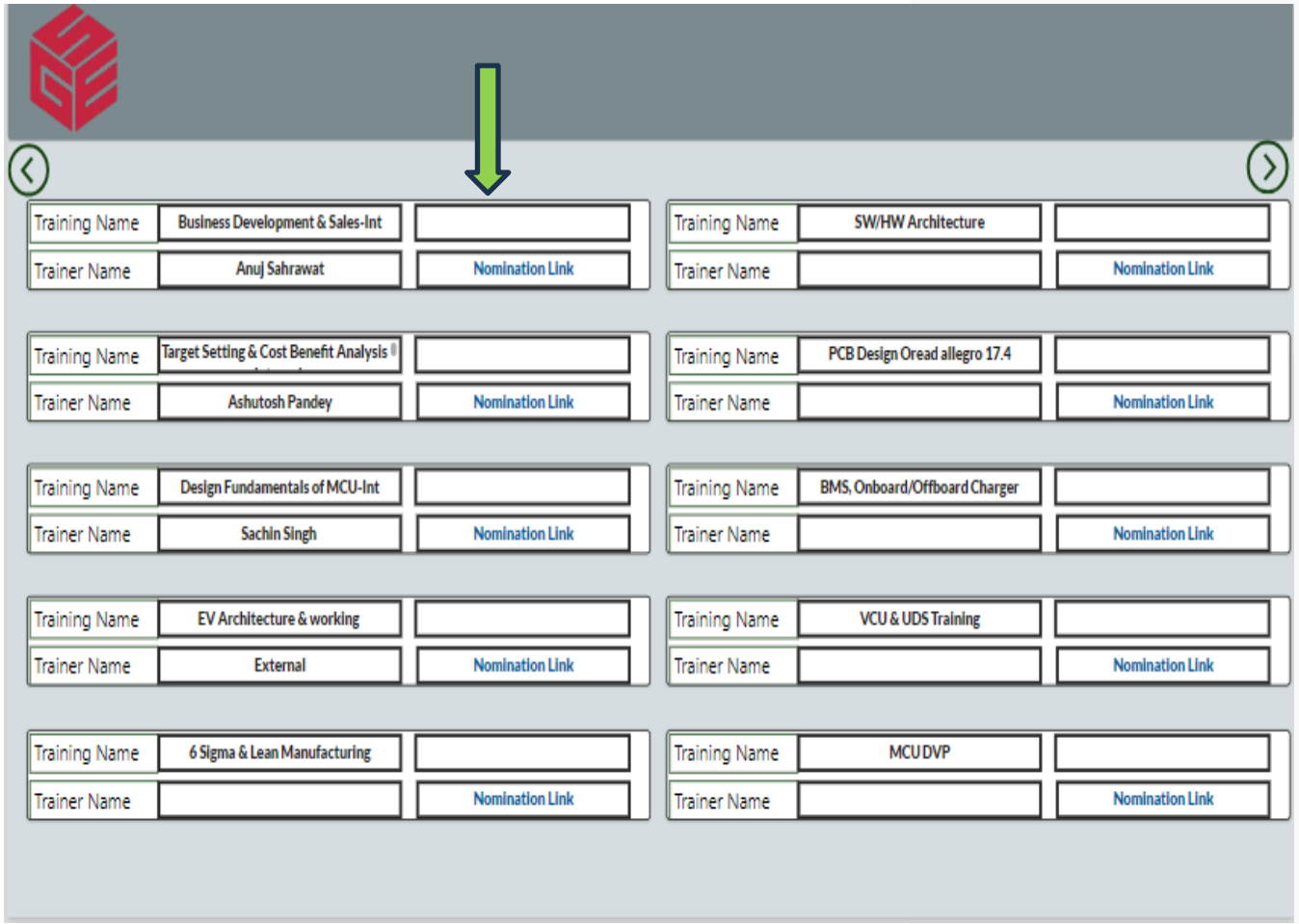


You can check upcoming trainings and nominate yourself (if Interested)

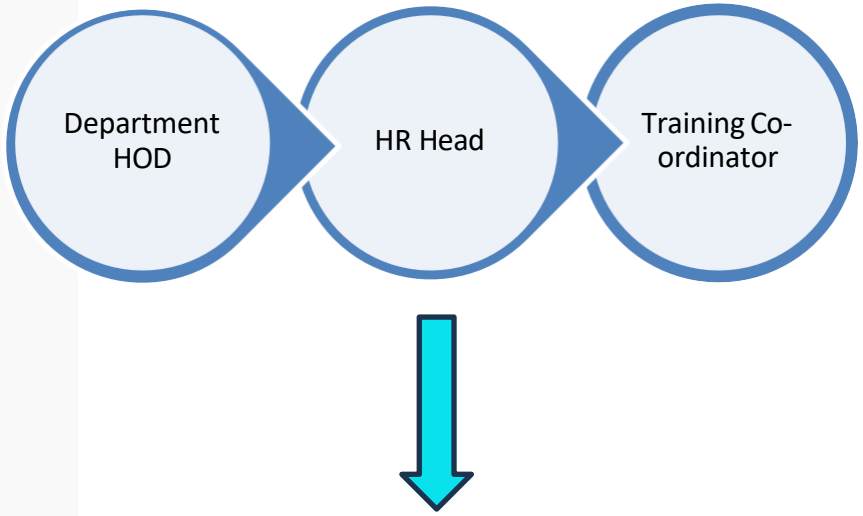
Upcoming Training -Page

SEM's L&D Portal

You will be directed to the Nomination form. After Submission it must be approved by your HOD and HR Head.



Approval Process



After Approval Process, Employee will receive the confirmation mail for the training .

Higher Education Support Policy

Sterling E-Mobility Solutions Limited is committed to constantly upgrading the skills and capabilities of its team. Accordingly, SEM is willing to support employees seeking higher professional education or qualification(s) to enhance their skills and knowledge, thereby adding direct value to the Company.

This policy is applicable for all the employees in SEM effective from Jan ’23.

Guidelines for availing Higher Education Support:

- The subsidy will be for courses that, in the opinion of the management, support the employee in fulfilling her/ his current tasks and responsibilities.
- The support will be limited to Rs 1,00,000/year or 50% of the course fee whichever is lower.
- The committee (Respective HOD, HR Head & Managing Director) will review all such requests as well as the suitability of the course work to the employee’s current responsibilities and if the company can allow the employees latitude during workdays/office hours. The judgement of the committee will be final.
- Prior Approval is mandatory to avail higher education support.
- Proforma Invoice / provisional course fees will be required to submit along with higher education support request.
- Employee shall submit final payment proof for opting the course enrolment.
- Employee may avail max. 6 working days education leave per year, subject to prior approval from his / her reporting manager and HOD.

Higher Education Support Policy

- After completion of the specified course, he / she has to submit completion certificate to the
- company.
- It is mandatory for the employee, to pass the course with B and Above grade to avail education support from the company, unless education support provided to employee shall be recovered by the company.
- If an employee avails this grant, he/she will commit to work with the company for a period of
- 1 year from the date of the grant or from the completion of the course work (commitment period will
  be intimated to the employee at the time of approval of the grant).
- In case the employee chooses to leave the company prior to 1 year of completing the course, he/she will repay in full the Education grant in full. This repayment will in no way impact the notice period.
- He/she will be governed with the rules & regulations of the Company in force and as applicable from time to time.

Procedure for Claiming Reimbursement:

A. In order to claim reimbursements, the employee needs to submit an application & Undertaking form to the concerned HR team.

B. Consideration / approval under this scheme is completely under the discretion of Management, based on requirements of the organization, as well as performance and conduct of the employee.

Form - Higher Education

Book Reimbursement Policy

- Sterling Gtake E-Mobility Limited is committed to constantly upgrading the skills and capabilities of its team. Accordingly, SEM is willing to support employees, keen to enhance their skills and knowledge, thereby adding direct value to the Company. The company is therefore creating a Technical Library and encourages employees to buy books for this Library, the cost of which will be reimbursed by the company. HODs may also authorize physical or digital subscriptions of technical journals that may be relevant to their teams. This policy is applicable for all the employees in SEM effective from 1st Mar '24.

Guidelines for availing book buy expense reimbursement:

- **Approval Process:** Employees can avail benefit of book buy policy and purchase books relevant to their function or role, subject to approval from their Head of Department (HOD) (in defined format) before purchasing a book on behalf of company. Employee shall take care that the same title is not already available in office library.
- **Reimbursement Procedure:** Upon receiving approval, employees can purchase the book and submit the original bill along with HOD's approval to the HR department for reimbursement. Reimbursement will be processed in accordance with the company's expense reimbursement procedures.
- **Book Handover:** After purchasing the book, employees are required to hand over the book to the HR department. The HR department will log the book in the library and reissue the book to the employee.
- **Record Maintenance:** HR will maintain a record of all issued books from the Office library. Employees are required to sign while taking and returning the book. Employees are required to look after the Library books and the cost of lost or damaged books can be recovered from the employees.

Definition of Book- Hard copy, Soft copy / Digital, Professional (Technical / Functional) Journals.

For any query, please reach out to **Mr. Rajan Giri** (Email: rajan.giri@sterlingemobility.com) for Faridabad and **Mr. Sivaparithi E** (Email: sivaparithi.e@sterlingemobility.com) for Bangalore.

Foreign Training Policy

SERVICE AGREEMENT FOR FOREIGN TRAINING

1. Foreign training includes long-term placement with foreign collaborators for improvement of skills and increasing capabilities of shouldering higher responsibility. In addition, following will also constitute training visits:
   1. JV Partners Programs/ Seminars.
   2. Training & Development Seminars.
   3. Any other Visits not covered in the category of Business visits.

2. In order to ensure that the training abroad is fully utilized all such employees who undergo training abroad, will be required to sign a service agreement bond which would specify the minimum period for which the employee will serve the company. In the event an employee does not comply with the conditions of service agreement bond, he will be required to pay the following amount:

PERIOD OF TRAINING	BOND* PERIOD	BOND AMOUNT
UPTO 2 WEEKS	1 YEAR	RS 2,00,000
2 - 4 WEEKS	2 YEARS	RS 3,00,000
1- 2 MONTH	3 YEARS	RS 4,00,000
2-3 MONTH	4 YEARS	RS 5,00,000
MORE THAN 03 MONTHS	5 YEARS	RS 6,00,000

* On completion of the bond period with the organisation, he/she will be eligible for 50% of bond amount as given in the above slab. These will be paid after the approval of the Director.

Foreign Training Policy

3. **Bond Amount** : When the cost of training is higher than the bond amount as mentioned in the above table, the bond amount shall be considered as equivalent to cost of training. However, payment of Bond amount after completion of bond period shall be made at the rate of 50% of the bond amount as given in the above slab.

4. For each duration of foreign training, a fresh bond will be signed. The subsequent bond(s) will be concurrent to the first one so that the employee serves the differential periods, after the completion of minimum service stipulated in the first Indemnity Bond.

5. This policy is applicable to all the employees irrespective to levels (but not applicable to visits pertaining to inspections/ selection of machinery's or technical discussions etc.)

6. Whosoever is sent for foreign training, on his return, S/he will impart training to other relevant departments/employees. On his return from training, S/he will send the proposed training schedule to HR for approval and co-ordination.

7. S/He should make a detailed report / manual of his/her training which should be kept in the library and can be referred by other employees.

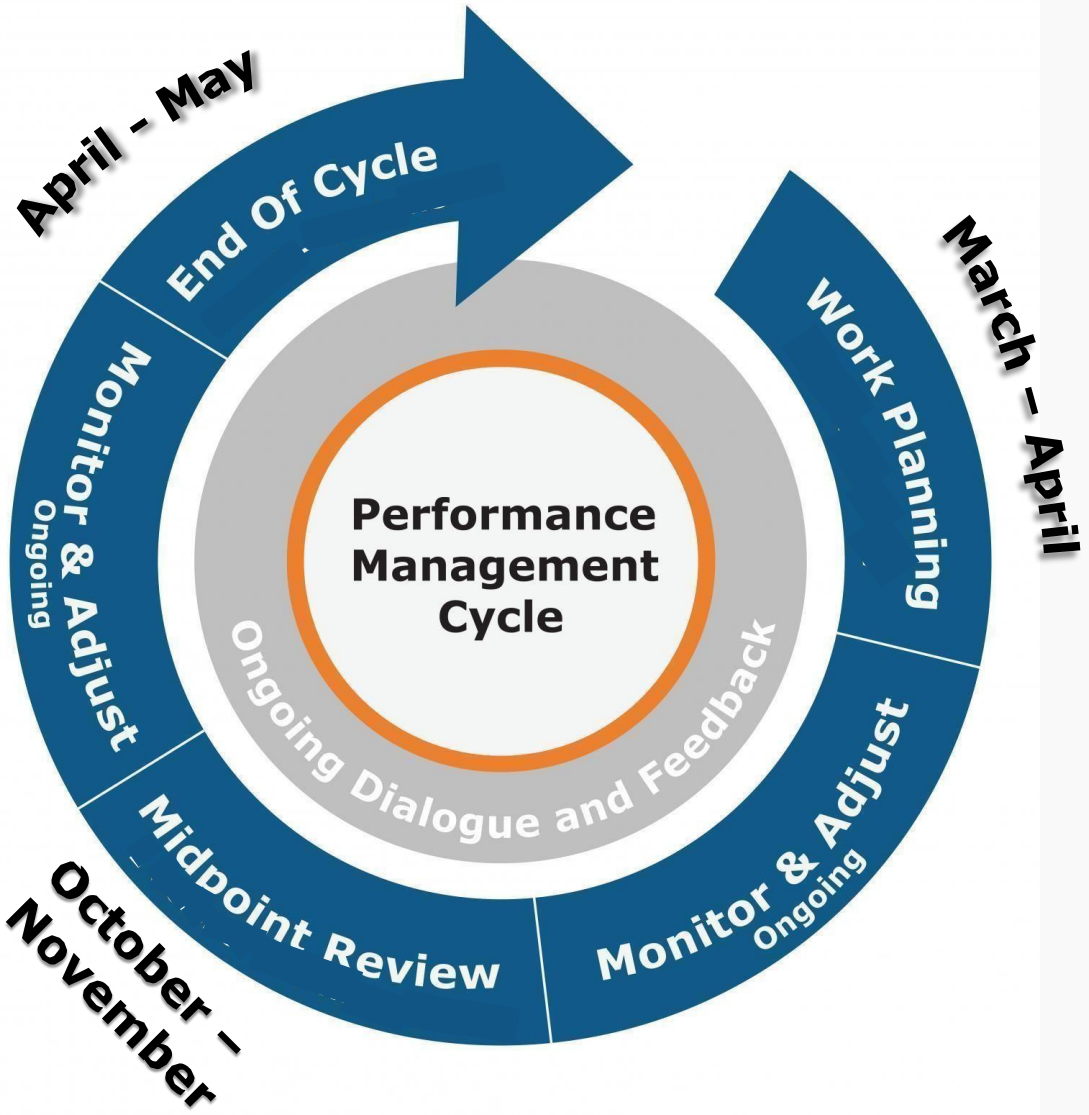
8. This policy shall come in effective from **1st Jun'23**.

Performance Management

- SEM aims to drive a performance driven culture that rewards and fosters meritocracy.

Assessment Types	Probation Reviews Regular Performance Assessments
Performance Period	April to March
Assessment Calendar	Before Confirmation • In the 6th month of service After Confirmation • Mid Year Reviews – October • Annual Reviews – April

The Performance Management Cycle & Process



Approval levels for KRAS and Assessments

Immediate Supervisor

Employee → **Appraiser** → **Reviewer**

Next level Supervisor

Role of HR

- Process Administrator
- Prepares Calendar and initiates process
- Tracks and monitors processs
- Ensure process is fair and true to spirit
- Compiles and analyses data

Assessment Methodology

Assess achievement against targets set (tangible output)

Assess behaviors against expected behaviours

Assessment Methodology

Competency

Overall Rating (Appraiser)**	**Average of Competency**
Overall Rating (Reviewer)**	Average of Competency

How to compute "Overall Achievement"

Overall Rating = Weighted Average of "Weight" & Achievement %"

Sections	Weightage (Upto M3 Grade)	M4-M5	M6
KRA Rating (a) (Moderator Rating)	90%	80%	60%
Competency Rating (b) (Moderator Rating)	10%	20%	40%
Overall Rating	100%	100%	100%

Rating Scale

Pick the rating from the grid below corresponding to "Overall Achievement"

Overall Aachievement %	KRA Assessment	Rating	Competencies Assessment
>= 120%	Significantly exceeds expectations on all major aspects of the goals and defined standards and is able to achieve stretched goals with minimum supervision.	5	Has mastered the competency and demonstrates it all the time. Others see him/her as an expert or role models in this area, is able to coach others in the competency
101% - 119%	Consistently meets all major aspects of the goals and defined standards, may exceed expectations in a few areas. Needs guidance and supervision for more complex issues.	4	Demonstrates the competency most of the time, scope for improvement on some facets and need to build greater level of expertise
81% - 100%	Meets most major goals and standards. But may be somewhat below expectations on some goals. Meets the normal expectations of the job. Needs reasonable degree of guidance.	3	Demonstrates competency often. Has the ability to perform independently in this area but may falter in complex situations and would require guidance
60% - 80%	Meets some goals and standards. Is below expectations with respect to other goals or underachieves on key goals. That is contribution is stronger in some areas of the job than others and there is scope for performance improvement. Needs close guidance and supervision to achieve.	2	Demonstrates competency sometimes or only limited facets. Adequate for basic competencies required. Still needs to learn and improve
<60%	Few aspects of the goals were met and performance on the job in many areas is well below expected levels. Needs significant level of supervision	1	Does not demonstrate competence or demonstrates negative behaviors with respect to the competency

Overall Performance Levels

Overall Performance Level	Overall Score	Description of Performance
Far Exceeds Expectation (FEE)	4.51 - 5	Performance is clearly distinguished. Far exceeds expectations in terms of qualitative and quantitative goals.
Exceeds Expectation (EE)	3.76 – 4.5	Consistently meets all required expectations and standards of the job and exceeds expectations in a few goals.
Meets Expectation (ME)	3.01 – 3.75	Meets expectations and required standards.
Needs improvement (NI)	2.50 – 3.00	Meets expectations in some areas, and may not meet all expectations on certain key goals.
Doesn’t meet expectations (DME)	Below 2.5	Few expectations are met and performance on the job in many areas is well below expected levels.

Overall Rating is calculated a weighted score of KRA rating and Competency Rating

Performance Linked Incentive

- Applicable to M4 and above grade
- PLI payout is dependent on individual performance (KRA Achievements) and Company Performance
- PLI Plan is designed and communicated in the beginning of Performance Period after KRA setting
- The Plan shall cover following details
  - Payout % for various levels of Individual and Company achievement
  - Sample calculation of payout under different scenarios
  - Budgets for the plan
  - KPIS and targets that will be tracked for measuring performance.
- The target PLI is part of the compensation breakup
- To avail increments and PLI payout, **employee must be active (not resigned)** at the time of disbursement.

Compensation Reviews

- Compensation reviews are conducted after annual performance assessment
- Compensation Reviews result in finalizing pay increases and PLI payouts
- Increases are solely dependent on Company's ability to afford the increases
- Company budgets and market information of average increases for the industry is used to define increases
- Increments are dependent on overall performance Levels and follows the pay for performance philosophy.
- PLI Payouts are dependent on KRA performance alone and is defined by the PLI Plan
- Increases are finalized by June ever year
- New compensation is with effect from April.
- Payroll is processed along with June salary along with arrears
- Employees who joined on or before 30th Sept will be get increase on prorata basis on fixed CTC (Ex. Joined in May'22- will get 11 months increment, Joined in Jan'22 will get 15 months increment for Increment in May/Jun'23).Increment will be effective from 1st April will be processed in Jun salary (Along with Arrear of Apr & May).

Rewards & Recognition

- Rewards are designed to recognize
  - Exemplary results achieved by individuals and teams
  - Value based behavior
  - Going above and beyond the regular call of duty
- Three Category of Awards
  - Employee of the Quarter (once a quarter, one per department)
  - Project / Team Award (Based on project, minimum once a year)
  - Appreciation Cards (Ongoing)
- HR is responsible for rolling out programs and inviting nominations
- R&R Committee consisting of Heads of Department and HR Head finalize the winners
- Awards consist of Prizes (cash / gift) & Certificates

On-the-Spot Recognition Program

Name of the Program: "SPARK @ SEM"

"On The Spot" is an employee recognition scheme that involves acknowledging and recognizing accomplishments that reward individuals who have displayed an extra effort or who have gone above and beyond their day-to-day job.

Purpose: This scheme offers us an opportunity for on-the spot appreciation of our colleagues for their extraordinary behaviour and efforts.
Scope: This is applicable for all SEM staff employees with immediate effect.

Accessibility: The "Spark" cards will be given to all HODs and HODs present it to other employee (Including cross functional team members) whose behaviour he/she wants to acknowledge and appreciate among all other colleagues.

Whom should we Recognize:
- The employee has shown remarkable performance in meeting a deadline.
- The employee has gone out of his defined job role and supported others for a larger cause.
- The employee has started a new initiative or procedure that would be beneficial to the organization.
- The employee has demonstrated SEM values e.g. unprecedent behaviour of care for someone.

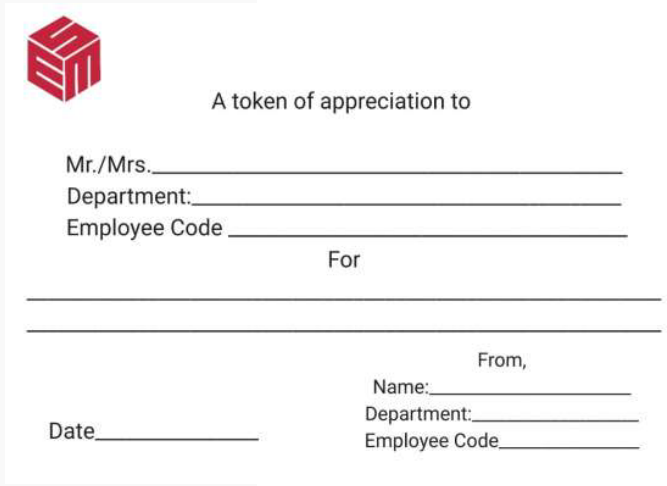
On-the-Spot Recognition Program

Important Operational Points:

• It is a public appreciation scheme, and HOD can present the "Spark Card" to any individual and in the presence of the team/ colleagues. The reason for appreciation is to be mentioned on the card.

• "Spark Card" is redeemable, employee can redeem it by sending the scan copy the same along with ***"Photograph of public appreciation" (Mandatory)*** to HR by marking the mail to **hr@sterlingemobility.com** within 30days from the received date. The HR representative will send the gift to eligible employees directly.

• Redeemable Gifts shall be displayed at a common place like reception/ office area, at all locations where employees can choose one of the available gifts (Under the scheme).



Fun at Work

- Various activities shall be organized to provide avenues for bonding and social interaction
- HR shall coordinate the same along with support from local administration and engagement committee
- Engagement committee consists of nominated employees who provide feedback while planning events
- Various kinds of events may be organized
  - Celebration of birthdays / anniversaries
  - Sports events
  - Picnics / Outings
  - Team Building activities
  - Competitions / Quizzes and the like
  - Get togethers

Team Social Engagement Policy

Guidelines :

1. Heads of Department are responsible for implementing this policy
2. Every department head shall be allocated a budget of 2000/- per team member per year for team socials / outings. Headcount of the month in which the event is planned shall be considered for deciding the budget. Expenses towards food, beverages, movie / event tickets shall be covered in this budget.
3. Departmental social events shall be limited to no more than four (4) events per year
4. Events shall be planned and held during lunch breaks or at the end of the work day when possible to not disrupt the regular course of business of each department.
5. If events are organized during work hours, no more than two hours should be spent on such events during working hours. Holidays / weekends to be utilized for longer duration events
6. The budget may be expensed every quarter or aggregated over the course of the year.
7. Team outings can include going to movies, theme parks, Lunch / dinner outings, participation in sports events like marathons etc.
8. Team members are expected to behave responsibly and ensure personal safety during such outings.

Procedure :

1. The department head shall plan for the event and intimate HR and seek advance against the approved budget (a week minimum).
2. HR shall review the budget against the guidelines and direct finance to release the advance amount
3. After conduct of the event, department head shall submit all bills to HR for settling the advance amount
4. HR shall verify the bills submitted and share with Finance for settlement of accounts.

ICC (POSH)

Internal Complaint Committee(ICC) under the sec-4 of the Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act 2013

S.No.	Name	Role	Mobile Phone No.	E- Mail ID
1	Preeti Goyal	Presiding Officer	9650448911	preeti.goyal@sterlingemobility.com
2A	Anuj	Member (FBD)	9810441998	anuj.sahrawat@sterlingemobility.com
2B	Ramesha TD	Member (BNG)	9108798629	ramesha.td@sterlingemobility.com
3	Pooja	Member	9971907727	pooja@sterlingemobility.com
4	Nitin Tyagi	Member	9953540885	Nitin.tyagi@sterlingemobility.com
5	Kiran Mehta	External Member	9810152895	r.mehtakiran@gmail.com

Email id for compliant / reporting an incident related to POSH:
icc@sterlingemobility.com

Talent Referral Scheme

we are always looking to grow our teams with talented people, just like you & we believe that you are good judges of who are suitable for SEM. Referrals from you will provide us with good talent to build our team here at SEM.

Guidelines of the Program.

- **Who can refer ?**
  - All employees are eligible to refer candidates as part of referral scheme. However, employees in Senior Management and those in HR / HR Operations shall be excluded from the referral rewards scheme. The manager in whose team the position is vacant, may refer candidates, however shall not be part of the selection panel so as to avoid conflict of interest. S/he shall not be eligible for the referral reward.

  - It is essential that the referred candidates are known to the referee as part of their immediate or extended networks. Employee should not source candidates from portals or staffing agencies and forward them as referrals. Ex-employees applying for re-hire through employees shall not be considered as referrals.

Talent Referral Scheme

- **Referral Rewards**
  - All successful referees shall earn rewards as below :

1. For M4 positions – Rs. 25000/-, M3 positions – Rs. 17500/-, Other positions -Rs. 10000/
2. The rewards shall be processed through payroll as follows
   a. 50% of rewards shall be paid to referee when candidate joins
   b. 50% of reward shall be paid to referee after candidate completes 90 days.
3. The reward shall be given only if both the referee and the new hire are in the employment of the company at the time of disbursal of the reward.

Click on link to refer candidates: https://forms.office.com/r/rpqeGHSPbP

Above can used from your office 365 account.

Exit Formalities

- **Notice Period**

Grade	On Probation	After Confirmation
M1 & Above	1 Month	3 Months

- Employees are expected to serve full notice period and early relieving can only be authorized jointly by Head of Department and Head-HR.
- Resignations are to be addressed to immediate supervisor with a copy to HR Manager
- Exit formalities as below to be completed for relieving
  - Hand over of responsibilities to designated person
  - Handover of company assets
  - Settling any pending dues
- In case employee leaves the organisation within 24 months, the reimbursed amount (Of Notice period buyout – previous employer & Joining Bonus If Applicable, Relocation Expenses) will be recovered at the time of your leaving.
- Employee is responsible for completing all formalities and sending the No-Dues Form to Payroll SPOC.

Notice Period Policy

S.NO	Notice Period Policy & Guidelines for Adherence
1	Departing employee must serve full notice period (As applicable to grade, during probation{30 Days} and after confirmation{90 days})
2	Fulfil job duties diligently, maintain productivity and commitment.
3	Assist in the transition process by cooperating with colleagues and providing necessary information for a seamless handover of tasks
4	Adhere to company policies, including punctuality, dress code, and workplace rules.
5	Maintain a professional and respectful demeanor, avoiding negative comments or behaviours that could disrupt the workplace or harm company's reputation
6	Fulfil any contractual obligations, including non-compete or non-disclosure agreements, and return company property.
7	If a separating employee avail leaves beyond 7 days, his/her notice period will get extended to equivalent days. (Exception: Medical or allied Emergency called for leaves to be supported by proper proofs duly approved from his / her reporting manager, HOD).
8	Don't take advantage of the notice period by slacking off or neglecting your work.
9	L1 Manager will ensure that S/he shall be properly completing assigned responsibilities during the notice period along with proper handover of work responsibilities
10	HOD will review notice period protocol to be followed by separating employee and L1 Manager fortnightly
11	Dishonouring notice period guidelines signifies a breach of the terms outlined in their employment contract and could lead to: A. Withholding the final settlement & Relieving. B. Withholding Background verification C. Other actions as we may deem fit

Enhanced Data Security Measures

As part of our ongoing efforts to enhance data security and prevent data leakage, we are implementing new restrictions on sharing storage links outside the organization.

Effective immediately, users will no longer be able to share **OneDrive storage links** externally.

If you require special permission to share files outside the organization, please raise a ticket with email ID of the member who needs this access with reason.

IT – Service Desk Portal

Service Desk Portal (IT Ticketing System)

Go to : https://sdpondemand.manageengine.in/app/itdesk/HomePage.do

You can now login on this Portal through your email ID and email password.

Additionally, you can log tickets through this e-mail:semhelpdesk@sterlingemobility.com

Please Note:
For SAP related support Mention #SAP# in Start of your Subject line of your email.
For Infra related support Mention #Infra# in Start of your Subject line of your email.

Whistle Blower

Procedures – Essential and Handling Procedure Disclosure

A. The Protected Disclosure/Complaint should be attached to a letter bearing the identity of the Whistle blower/complaint i.e. his/her Name, Employee Code and Location and should be inserted in an envelope which should be closed/secured/sealed. The envelope thus secured/sealed should be addressed to the Competent Authority and should be superscribed "Protected Disclosure". (If the envelope is not superscribed and closed/sealed/secured, it will not be possible to provide protection to the whistle blower as specified under this policy).

B. If the Whistle Blower believes that there is a conflict of interest between the Competent Authority and the Whistle Blower, he/she may send his/her protected disclosure directly to the Chairman of the Audit Committee of the Company.

C. Anonymous or pseudonymous Protected Disclosure shall not be entertained.

D. Protected Disclosure should either be typed or written in legible hand writing in English, Hindi or Regional language of the place of employment of the Whistle blower, should provide a clear understanding of the improper activity involved or issue/concern raised. The reporting should be factual and not speculative in nature. It must contain as much relevant information as possible to allow for preliminary review and proper assessment.

E. All Protected Disclosures should be addressed to the Vigilance and Ethics Officer of the Company or to the Chairman of the Audit Committee in exceptional cases. The contact details of the Vigilance and Ethics Officer is as under:-

Name and Address – Sh. Jaideep Wadhwa **Email-jaideepw@stlfasteners.com**

Grievance Handling

- Grievance is any dissatisfaction at workplace excluding Grievance pertaining to, or arising out of, disciplinary action. : Annual performance appraisal;
- You can communicate your grievance in writing / verbal to reporting manager keeping HR Manager in loop.
- Reporting Manager and HR Manager meet with employee on receipt of issue and understand of the problem.
- After gathering facts, they jointly propose resolution. They can consult the Head-HR or Director for guidance in case required. They revert to the employee with a course of action/solution within 7 working days from the date of receipt of grievance.

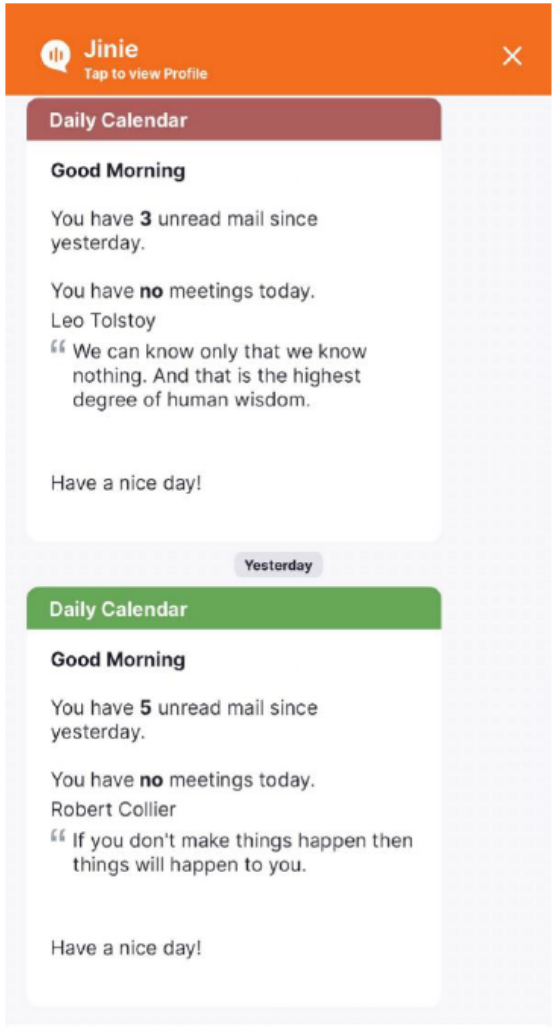
Meet Jinie AI The Future of HR Assistance

Introducing the Jinie AI

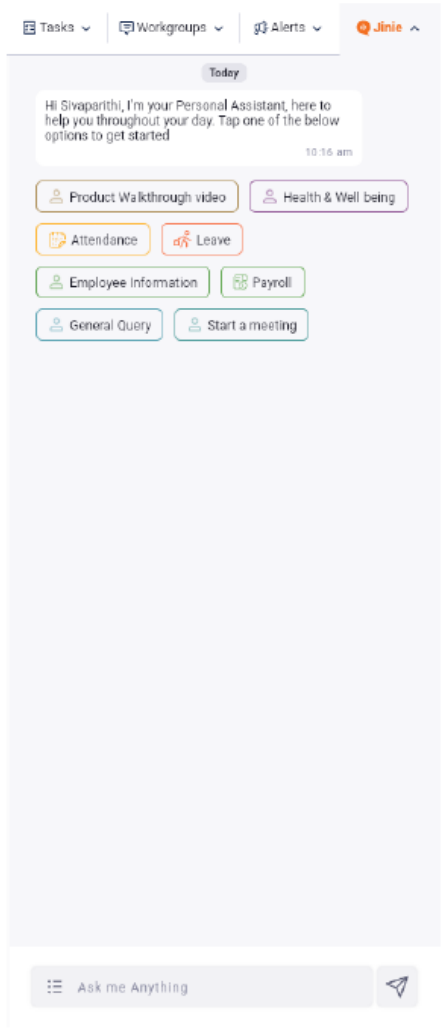
Automating Employee Experience Productive in the module

1 - Mobile App
2 - Web Application
3 – Microsoft Teams

Mobile App

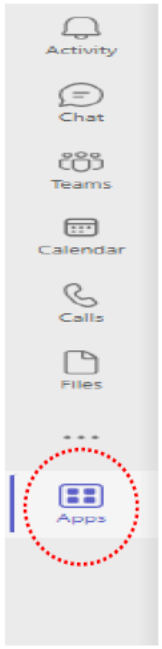

Jinie
Tap to view Profile
Daily Calendar
Good Morning
You have 3 unread mail since yesterday.
You have no meetings today.
Leo Tolstoy
We can know only that we know nothing. And that is the highest degree of human wisdom.
Have a nice day!
Yesterday
Daily Calendar
Good Morning
You have 5 unread mail since yesterday.
You have no meetings today.
Robert Collier
If you don't make things happen then things will happen to you.
Have a nice day!

Web Application

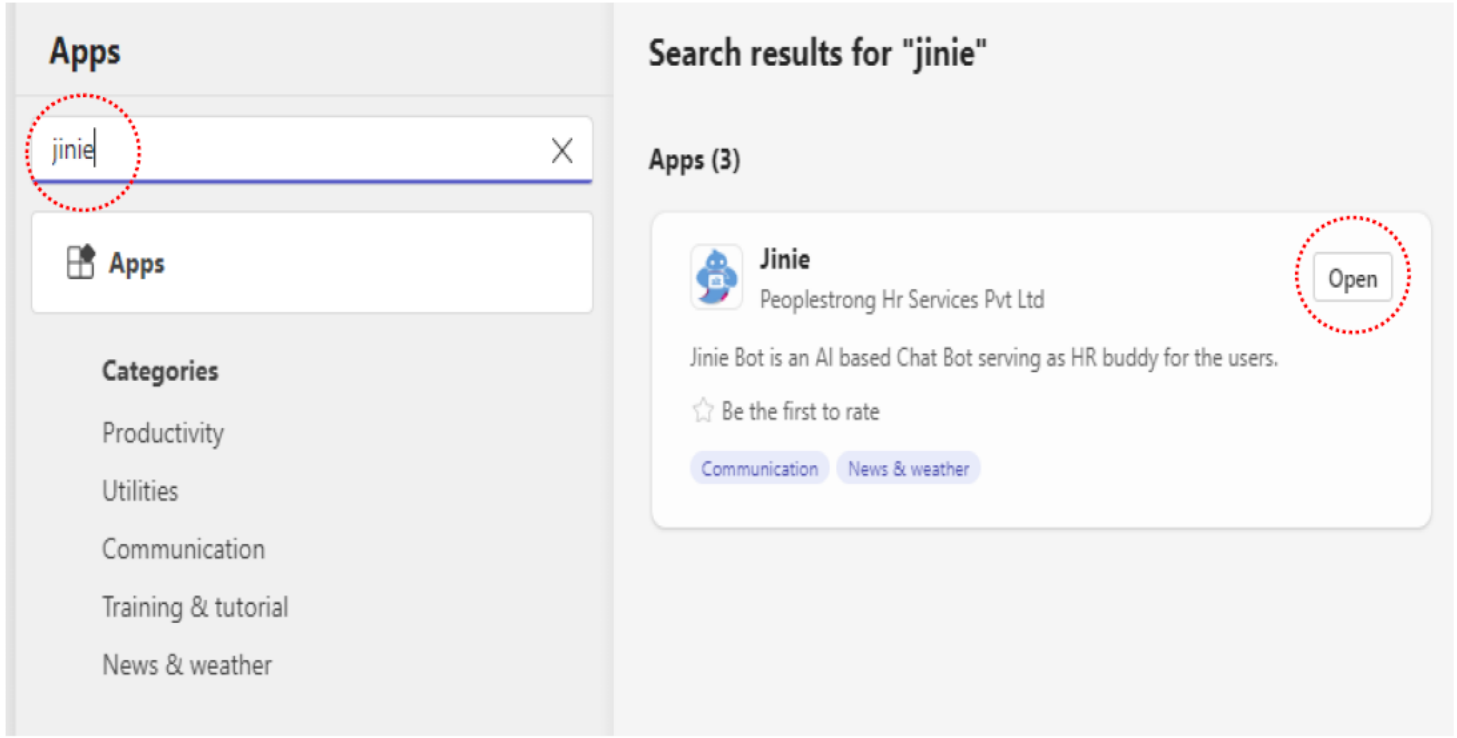


How to activate Jinie AI in your Microsoft TeaMS

1 – Open your Microsoft teams



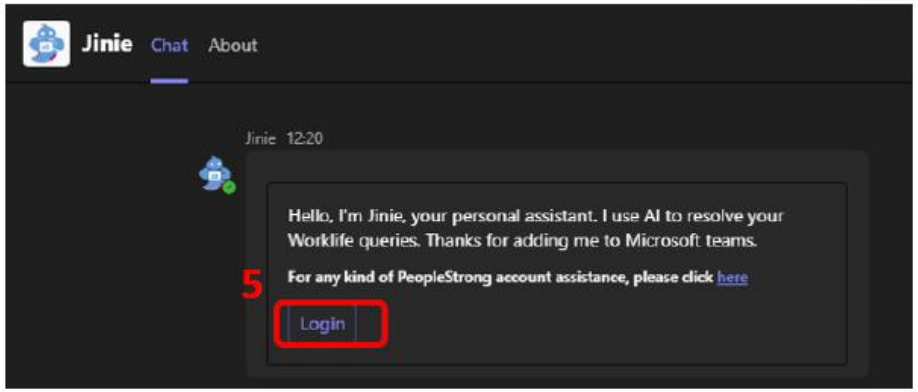
2 – Click on Apps

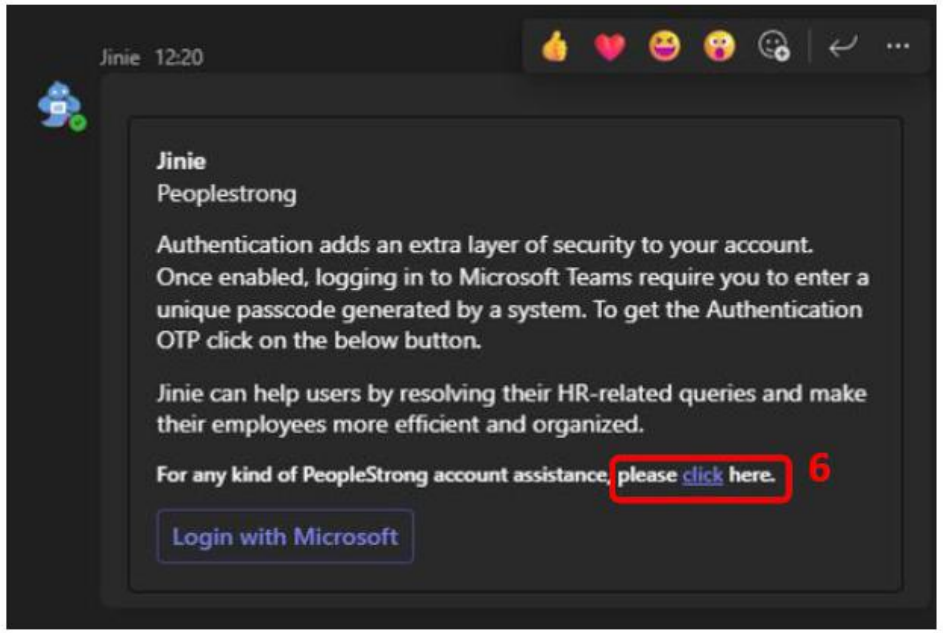


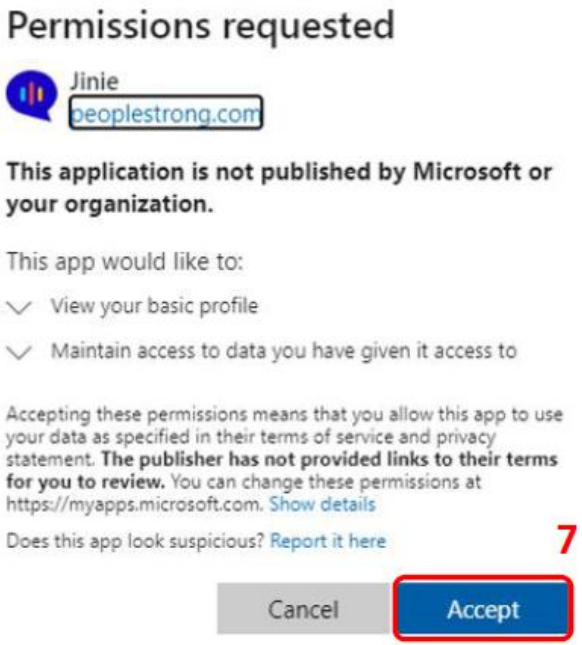
3 – In Search Bar type “Jinie”

4 – Click Add/Open to configure Jinie in your Microsoft Team

How to activate Jinie AI in your Microsoft TeaMS

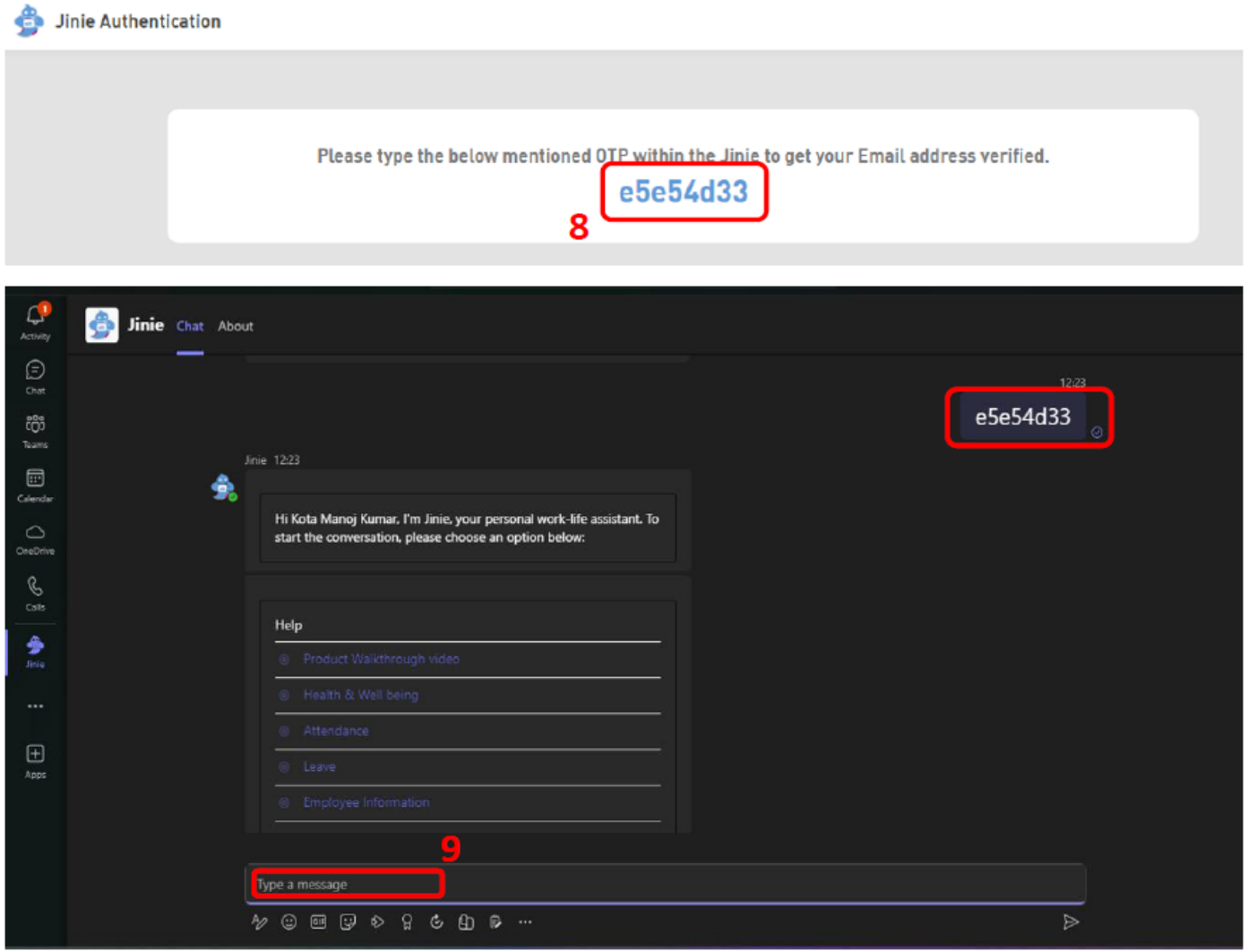

Jinie
Chat
About
Jinie 12:20
Hello, I'm Jinie, your personal assistant. I use AI to resolve your Worklife queries. Thanks for adding me to Microsoft teams.
For any kind of PeopleStrong account assistance, please click here
5
Login


Jinie 12:20
Jinie
Peoplestrong
Authentication adds an extra layer of security to your account. Once enabled, logging in to Microsoft Teams require you to enter a unique passcode generated by a system. To get the Authentication OTP click on the below button.
Jinie can help users by resolving their HR-related queries and make their employees more efficient and organized.
For any kind of PeopleStrong account assistance, please click here.
6
Login with Microsoft


Permissions requested
Jinie
peoplestrong.com
This application is not published by Microsoft or your organization.
This app would like to:
View your basic profile
Maintain access to data you have given it access to
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review. You can change these permissions at https://myapps.microsoft.com. Show details
Does this app look suspicious? Report it here
7
Cancel
Accept

5 – Please Click "Login" Icon
6 – Click on "Please Click here".
7 – It will ask for permissions request from Jinie – peoplestrong click on "Accept"

How to Activate Jinie AI in your Microsoft Teams

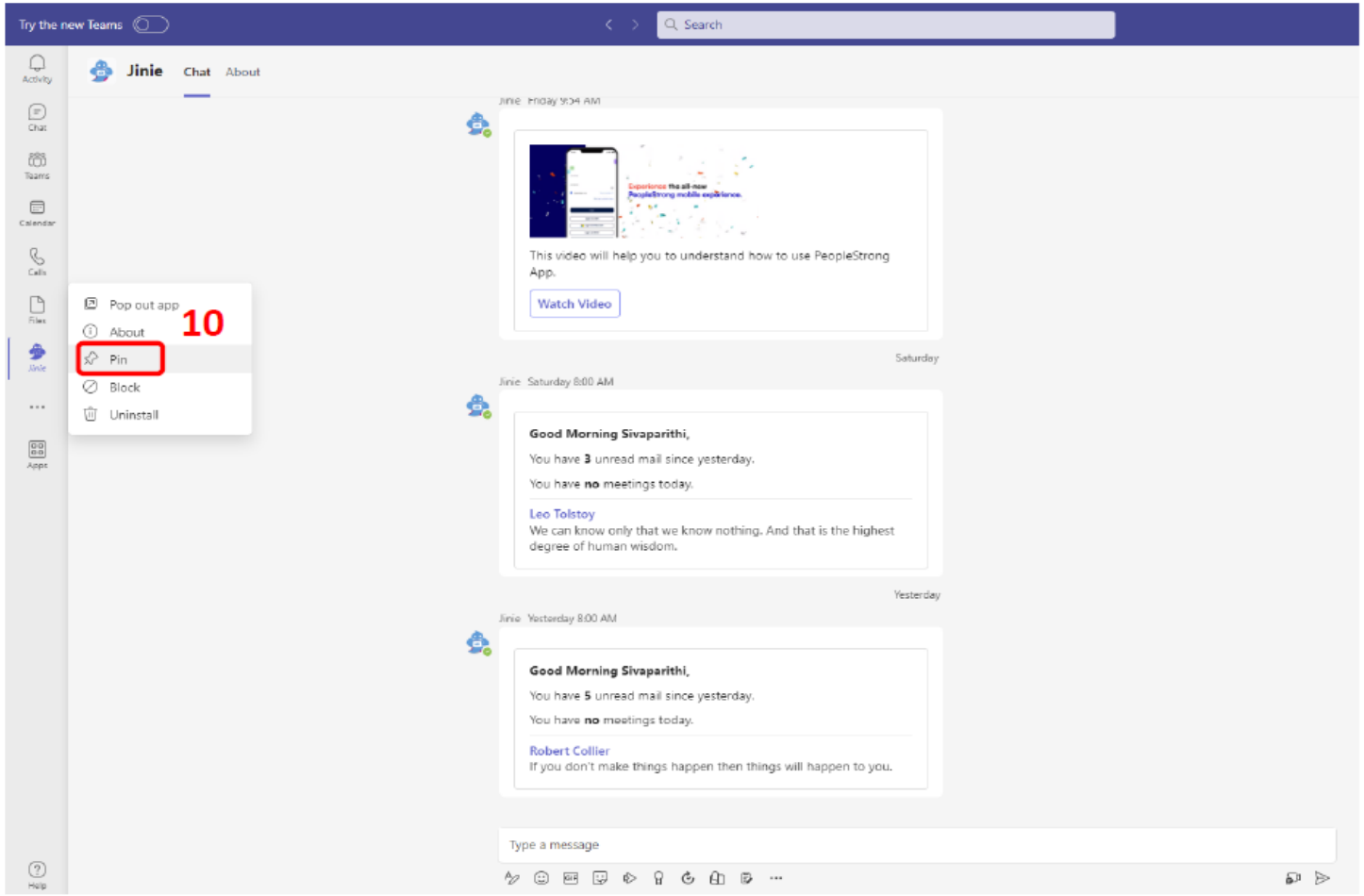


8 – It will generate the OTP for verifying your Email address. Copy the OTP

9 – Paste the OPT in the Jinie Chatbox & press the enter. Jinie start response in your Microsoft teams.

How to Activate Jinie AI in your Microsoft Teams

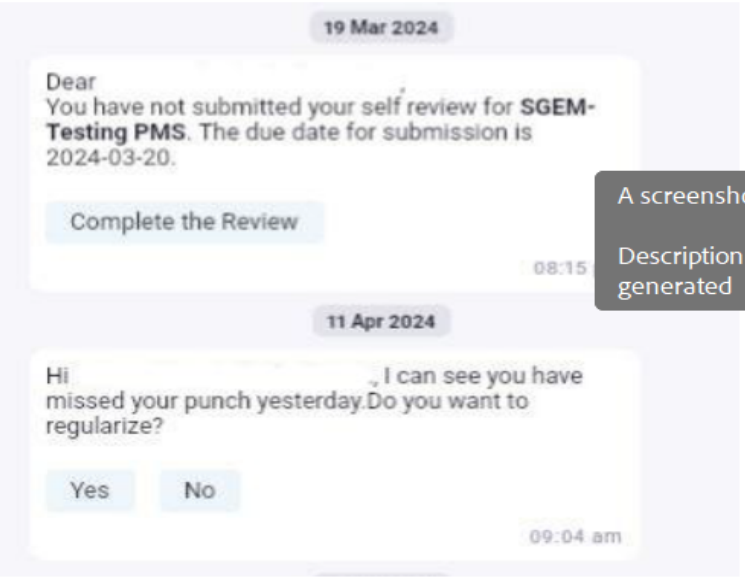
10 – Click the “Pin” options to make the Jinie AI to your Microsoft Teams



AI Nudges- Make get work done

- Get periodical reminders on unread mails, Pending Task & Meeting Schedule
- Attendance missed punch on next day on or before 09:00 AM

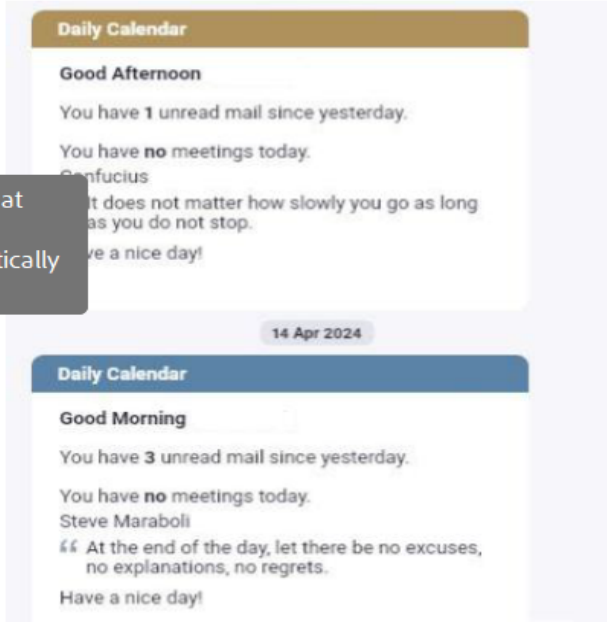
Attendance


19 Mar 2024
Dear
You have not submitted your self review for SGEM-Testing PMS. The due date for submission is 2024-03-20.
Complete the Review
08:15
11 Apr 2024
Hi , I can see you have missed your punch yesterday.Do you want to regularize?
Yes
No
09:04 am

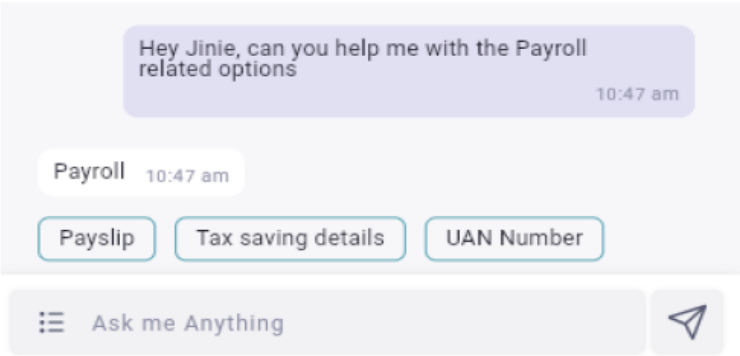
A screenshot of a chat

Description automatically generated

Daily Meeting & Pending Mails


Daily Calendar
Good Afternoon
You have 1 unread mail since yesterday.
You have no meetings today.
Confucius
It does not matter how slowly you go as long as you do not stop.
Have a nice day!
14 Apr 2024
Daily Calendar
Good Morning
You have 3 unread mail since yesterday.
You have no meetings today.
Steve Maraboli
“ At the end of the day, let there be no excuses, no explanations, no regrets.
Have a nice day!

Pay slip & Other details



Offices

Faridabad

STERLING E-MOBILITY SOLUTIONS LIMITED,

12/2, Main Mathura Road,

Faridabad, Haryana, 121003

Bangalore

STERLING E-MOBILITY SOLUTIONS LIMITED,

73 74 113 114, ND Fusion Mall 1ST PHASE,
16th Main Road, Stage 2

BTM Layout, Bangalore, 560076

STERLING E-MOBILITY

Thank You !

For queries, please write to

Level 1 - Preeti Goyal (preeti.goyal@sterlingemobility.com)

Level 2 - Nitin Tyagi (nitin.tyagi@sterlingemobility.com)

w.e.f Apr 2025